

**APPLICATIONS FOR RENEWAL OR UPDATE  
OF  
CONSERVATION SERVICE PROVIDER (CSP) REGISTRATION**

*Instructions: One of the following applications may be used by a registered Conservation Service Provider (CSP) to renew or update CSP Registration as follows:*

***I am renewing my CSP Registration according to the normal two year renewal cycle and have no changes to my prior application*** – Use the *Application for Renewal of CSP Registration – No Changes Incurred to Application of Record*. This application should be used when there are NO CHANGES to the CSP Application of record. The filing fee for renewal is \$25.

***I am renewing my CSP Registration according to the normal two year renewal cycle and have changes to my prior application*** – Use the *Application for Renewal of CSP Registration – Changes Incurred to Application of Record*. This application should be used when there are one or more CHANGES to the CSP Application of record. The Applicant is also required to submit a newly completed CSP Application. The filing fee for renewal is \$25.

***I am updating my CSP Registration information prior to my next required renewal*** – Use the *Application to Update CSP Registration*. This application should be used by a currently approved, registered CSP in order to update one or more items of the CSP Application of record. The Applicant is also required to submit a newly completed CSP Application. There is no filing fee to update CSP Registration information of record.

*In all three cases listed above, the registered CSP is required to conduct a thorough review of the individual items, parts and subparts of the Applicant’s CSP Application of record, which may be obtained by searching the Pennsylvania Public Utility Commission (PUC) website at [www.puc.pa.gov](http://www.puc.pa.gov).*

- *Double click “Search Documents” located on the upper right-hand corner of the PUC website.*
- *Type the last seven (7) digits of your PUC Docket No. for “Docket No.”*
- *Click button labeled “Search.”*

*An entity that uses one of the three applications to renew CSP Registration or to update CSP Registration information, shall be held accountable for identifying each and every item that has changed or contains information that has changed relating to the Commission-approved Application currently on file at the Commission.*

***File a signed and verified original and one copy of the completed application along with any attachments in person or by first class mail, with your check (if applicable) to the following address:***

**Filing In Person or Overnight Delivery:**

Pennsylvania Public Utility Commission  
Secretary  
Commonwealth Keystone Building  
2nd Floor Room 01  
Harrisburg, PA 17120

**Filing by First-Class Mail:**

Pennsylvania Public Utility Commission  
Secretary  
400 North Street  
Harrisburg, PA 17120

**APPLICATION FOR RENEWAL OF CSP REGISTRATION  
NO CHANGES INCURRED TO APPLICATION OF RECORD**

***Applicant (Company) Name and Docket No.:***

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***Contact Information (name, address, phone number and email of person filing application):***

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*On behalf of the Applicant I am filing with the Commission this Application for Renewal of CSP Registration. There are NO CHANGES to the Applicant's CSP Application of record on file at the Commission at the Docket Number as indicated herein.*

I have reviewed the Applicant's CSP Application of record and no information contained therein has changed. Furthermore, no compliance issues have occurred relating to the Applicant's CSP Application of record regarding responses to Questions 4.a – 4.d. Enclosed are the following items:

- a. Attachment providing all information relating to "Identity of the Applicant," pursuant to Question Nos. 1(a)-1(j) of the CSP Application;
- b. Renewal application fee of \$25;
- c. Affidavit, attesting to the truth and knowledge of these facts; and
- d. Proof of current liability insurance coverage.

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***Name and Title of person authorized by Applicant to file this Application***

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***Signature***

***Date***

The Applicant understands that the making of false statement(s) herein may be grounds for denying the Application for Renewal of Conservation Service Provider Registration, or if later discovered, for revoking any authority granted pursuant to the Application. This Application is subject to 18 Pa. C.S. §§4903 and 4904, relating to perjury and falsification in official matters.

**APPLICATION FOR RENEWAL OF CSP REGISTRATION  
CHANGES INCURRED TO APPLICATION OF RECORD**

***Applicant (Company) Name and Docket No.:***

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***Contact Information (name, address, phone number and email of person filing application):***

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*On behalf of the Applicant I am filing with the Commission this Application for Renewal of CSP Registration. There are one or more CHANGES to Applicant's CSP Application of record on file at the Commission at the Docket Number as indicated herein.*

I have reviewed the Applicant's CSP Application of record and the information contained therein has changed. Enclosed are the following items:

- a. Completed CSP Application;
- b. Renewal application fee of \$25;
- c. Affidavit, attesting to the truth and knowledge of these facts; and
- d. Proof of current liability insurance coverage.

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***Name and Title of person authorized by Applicant to file this Application***

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***Signature***

***Date***

The Applicant understands that the making of false statement(s) herein may be grounds for denying the Application for Renewal of Conservation Service Provider Registration, or if later discovered, for revoking any authority granted pursuant to the Application. This Application is subject to 18 Pa. C.S. §§4903 and 4904, relating to perjury and falsification in official matters.

## APPLICATION TO UPDATE CSP REGISTRATION

***Applicant (Company) Name and Docket No.:***

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***Contact Information (name, address, phone number and email of person filing application):***

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*On behalf of the Applicant I am filing with the Commission this Application to Update CSP Registration information. The Applicant acknowledges that there is no fee associated with the update of CSP registration information contained in its Application on file at the Docket Number as indicated herein.*

I have reviewed the Applicant's CSP Application of record and the information contained therein has changed. Enclosed are the following items:

- a. Completed CSP Application; and
- b. Affidavit, attesting to the truth and knowledge of these facts.

I have indicated "None" or "Changes" in each category as follows, relating to the Applicant's CSP Application of record.

1. Identity of the Applicant:
2. Registered Agent:
3. Applicant's Operations:
4. Compliance:

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***Name and Title of person authorized by Applicant to file this Application***

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***Signature***

***Date***

The Applicant understands that the making of false statement(s) herein may be grounds for denying the Application to Update Conservation Service Provider Registration, or if later discovered, for revoking any authority granted pursuant to the Application. This Application is subject to 18 Pa. C.S. §§4903 and 4904, relating to perjury and falsification in official matters.

## AFFIDAVIT

[Commonwealth/State] of \_\_\_\_\_:

: ss.

County of \_\_\_\_\_:

\_\_\_\_\_, Affiant, being duly [sworn/affirmed] according to law, deposes and says that:

[He/she is the \_\_\_\_\_ (Office of Affiant) of \_\_\_\_\_ (Name of Applicant);]

[That he/she is authorized to and does make this affidavit for said Applicant;]

That the Applicant herein \_\_\_\_\_ has the burden of producing information and supporting documentation demonstrating its technical and financial fitness to be registered as a conservation service provider pursuant to Act 129 of 2008.

That the Applicant herein \_\_\_\_\_ acknowledges that it has answered the questions on the application correctly, truthfully and completely and has provided supporting documentation as required.

That the Applicant herein \_\_\_\_\_ acknowledges that it is under a duty to update information provided in answer to questions on this application and contained in supporting documents.

That the Applicant herein \_\_\_\_\_ acknowledges that it is under a duty to supplement information provided in answer to questions on this application and contained in supporting documents as requested by the Commission.

That the facts above set forth are true and correct to the best of his/her knowledge, information, and belief, and that he/she expects said Applicant to be able to prove the same at hearing.

\_\_\_\_\_  
Signature of Affiant

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of official administering oath

My commission expires: \_\_\_\_\_