

## **\*REVISED INSTRUCTIONS\* TO BONDING COMPANY FOR EXECUTION OF THE 2017 PRIVATE WATER SYSTEMS CONTRACTOR REGISTRATION BOND**

### **General Information**

- All applicants must use the State of Ohio Registration Bond Form. Homeowners are required to obtain a \$20,000 bond if they are constructing their own private water system.
- The 2017 Private Water Systems Contractor Registration Bond is available in a PDF format and is on the ODH website at <http://www.odh.ohio.gov/odhprograms/eh/water/PrivateWaterSystems/main.aspx>. Adobe Acrobat Reader may be used to open, complete, save and print the form.
- **Continuation Certificates are no longer accepted.**
- All information on the bond form must be complete and correct.
- **SUBMIT ORIGINALS ONLY with signatures. PHOTOCOPIES or FAXES WILL NOT BE ACCEPTED.**
- Please follow the steps below, and submit all documents listed below in item #10, or **see the checklist provided on page two of the 2017 Application for Registration.**
- **THE REGISTRATION BOND MUST BE FOR THE AMOUNT OF \$10,000 for each registration year for a renewing contractor. New contractors are required to submit a registration bond of \$20,000 for the first three years of registration.** Contractors who have had their registration suspended are also required to submit a \$20,000 bond for three years.

### **Completing the Form**

This form may be used in two ways. You may print the blank form using the print function on your computer and fill in the lines with a blue or black pen. You may fill in the form using your computer and then print the information typed into the form by clicking on the “print form” button on page 2 of the form.

1. Fill in the bond number on the line provided in the upper left-hand corner of the bond form, and the contractor’s assigned registration number in the upper right-hand corner of the bond form (for **previous contractors only**, new contractors leave blank).
2. Fill in the name and address of the company applying for the registration bond on the first and second lines exactly as it appears on the Application for Registration as a Private Water Systems Contractor form.
3. List the name of the surety company on the third line.
4. Check the box indicating the bond amount being provided, either \$10,000 or \$20,000.
5. Fill in the date the bond becomes effective on the line provided (second paragraph).
6. Provide the proper information and signatures on the reverse side of the bond:
  - a) Name of the company applying for the bond
  - b) Signature of the person representing the company
  - c) Name of the surety company
  - d) Address and telephone number of the surety company
  - e) Signature of the Attorney-in-Fact
7. Upon completion of the form using Adobe Acrobat Reader, click on the “print form” button on the second page of the form and print the form. You may save the form for your files using the “Save As” option on the drop down File menu and type in a new file name. After printing the completed form, sign and date the form in the required boxes on page 2. You may also complete the form by hand using a blue or black pen.
8. Apply or impress the seal of the Surety Company in the space provided.
9. Attach the Power-of-Attorney form for the Attorney-in-Fact.
10. If you are mailing the complete application packet, please enclose the 1) completed **2017 Annual Private Water Systems Contractor Application for Registration**, 2) completed **2017 Registration Bond** and its associated 3) **Power of Attorney**, 4) **proof of General Liability Insurance**, and 5) a **check or money order** made payable to Treasurer, State of Ohio in an envelope.

### **Mail Bonds and Application Packets to:**

Ohio Department of Health  
BEH Private Water Systems  
P.O. Box 15278  
Columbus, Ohio 43215-0278

### **Question, Problems or Need Help???**

Contact the Private Water Systems program at (614)644-7558 or email us at [BEH@odh.ohio.gov](mailto:BEH@odh.ohio.gov)