

# Changing Contact Information

If you would like to change the contact name, email, phone number, user name, or password for your DOORS account, please fill out the following information. Please use business contact information only, not personal information. Note, business contact information is not confidential and may be made available to the public in response to certain legal requests.

*The numbers after each item correspond to the numbers on the instructions on page 2.*

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## Current Information:

_____	_____
DOORS Fleet ID Number <sup>1</sup>	Company/Agency Name <sup>2</sup>
_____	_____
Name of Responsible Official <sup>3</sup> or Designated Official <sup>4</sup>	Job Title
_____	_____
Business Phone Number of Responsible Official <sup>3</sup> or Designated Official <sup>4</sup>	Business Email Number of Responsible Official <sup>3</sup> or Designated Official <sup>4</sup>
_____	_____
Signature <sup>5</sup> of Responsible Official <sup>3</sup> or Designated Official <sup>4</sup>	Date

*Note that only original signatures will be accepted; digital signatures will not be accepted.*

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## Requested Information Changes:

If you want to change an item below, please enter the updated information in the space provided. If you do not want to update an item, please leave the space blank.

New Contact Name: \_\_\_\_\_

New Business Contact Email: \_\_\_\_\_

New Business Contact Phone Number: \_\_\_\_\_

New User Name\*: \_\_\_\_\_

New Password: \_\_\_\_\_

*\*Usernames may include letters, numbers, "at" signs (@), periods (.), and underscores (\_) only. It must be 5-20 characters.*

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To submit, scan the completed form and email it to [doors@arb.ca.gov](mailto:doors@arb.ca.gov), fax it to (916) 322-3923, or mail it to:

Attention: Off-Road Diesel Reporting  
MSCD, Mail Stop 5B  
Air Resources Board  
PO Box 2815  
Sacramento, CA 95812

Questions: Contact the DOORS Hotline at: (877) 59DOORS (877-593-6677) or [doors@arb.ca.gov](mailto:doors@arb.ca.gov).

## Definitions and Instructions

This form is required if you would like to change your DOORS account username. You can also use this form if you would like to change the fleet's contact name, email, phone number, or DOORS account password. **If you no longer have access to your DOORS account and the Responsible Official that is currently reported in DOORS has left the company, please attach a signed letter explaining the situation.** This letter must be signed by the new Responsible Official for the company. California Air Resources Board (CARB) will evaluate the letter and determine whether it is appropriate to re-set the items without a Responsible Official signature, but takes no responsibility for doing so. The following definitions will help you to fill out the above form correctly.

- 1. DOORS Fleet ID Number:** This ID number is the number CARB assigned to your fleet when you initially created your fleet in DOORS. If you do not have this number, please contact the DOORS Hotline; the contact information is provided at the bottom of this sheet.
- 2. Company/Agency Name:** This is the legal name of the entity, business, organization, agency, or individual that owns and has possession of each vehicle in the fleet, not a third party (i.e., consultants, distributors, sales representatives, etc.).
- 3. Responsible Official:** Depending on what kind of business you have, the Responsible Official is 1) the owner or partner of a sole proprietorship or partnership; or 2) the president, secretary, treasurer, vice president, or similar person in charge of a principal business function (or a person who performs similar policy or decision-making functions for a corporation). For a public agency, it means either a principal executive officer or ranking elected official (i.e., the chief executive officer responsible for the overall operations of a principal geographic unit of the agency). [Cal. Code Regs., Title 13, § 2449, subd. (c)(44).]
- 4. Designated Official:** This is someone that the Responsible Official has designated as the person responsible for signing official forms by submitting the Designated Official form MSCD/ORB-178 to CARB. Once on file, the form does not need to be re-submitted except to designate a new person other than the Responsible Official as the person allowed to sign official forms for the fleet.
- 5. Signature:** This is the handwritten signature of the Responsible Official or Designated Official. Digital signatures will not be accepted, but original signatures on a form scanned and sent via fax or email will be accepted.

Note: These instructions are provided as a courtesy, but do not supersede or alter the regulation. It is your responsibility to understand and comply with the regulation. If you have questions, please contact the DOORS Hotline at (877) 593-6677 or doors@arb.ca.gov.