|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Contact Information Change Form** – To be collected at inspection or turned in by operator at any time. Please complete and submit to your client services team or organic@tilth.org. | | | | | | | | | |
| Company Name: | | | | | | | | | |
| Client ID: | | | | Date: | | | | | |
| Authorized Contact Requesting Change: | | | | | | | | | |
| **Remove Contact:** | | | | | | | | | |
|  | Name: |  | | | | | | | |
| Name: |  | | | | | | | |
| Name: |  | | | | | | | |
| **Add Contact:** | | | | | | | | | |
|  | **Contact Type:** |  | Primary |  | Additional |  | Public (OID) |  | Responsibly  Connected |
| Name: |  | | | | | | | |
| Phone: | Primary: |  | | Mobile: |  | | | |
| Email Address: |  | | | | | | | |
|  | **Contact Type:** |  | Primary |  | Additional |  | Public (OID) |  | Responsibly  Connected |
| Name: |  | | | | | | | |
| Phone: | Primary: |  | | Mobile: |  | | | |
| Email Address: |  | | | | | | | |
|  | **Contact Type:** |  | Primary |  | Additional |  | Public (OID) |  | Responsibly  Connected |
| Name: |  | | | | | | | |
| Phone: | Primary: |  | | Mobile: |  | | | |
| Email Address: |  | | | | | | | |
| **Primary Contact:** One per operation. The person listed has knowledge of organic operations and by being listed here will have access to any information contained in the Organic System Plan or OTCO files. Entering a new contact in this section will reassign this role to the new contact entered, including being the default contact for all communications and access to the MyOTCO portal. New primary contacts must review and agree to OTCO Terms and Conditions below. | | | | | | | | | |
| **Additional Contact:** Additional contacts may be named in order for OTCO to interact with them about this file (i.e. request copies of documents, certification status, etc). These contacts may be consultants, managers, administrative assistants, etc. | | | | | | | | | |
| **Public Email and Phone:** NOP organic certificates issued through the publicly-accessible OID (Organic Integrity Database) are now required to include a phone number and email address. If one is not chosen, it will default to your primary contact's info. | | | | | | | | | |
| **Responsibly Connected:** The NOP defines “*Responsibly connected*” as any person who is a partner, officer, director, holder, manager, or owner of 10 percent or more of the voting stock of an applicant or a recipient of certification. | | | | | | | | | |
| **Legally Responsible Contact:** Person who is listed in case any legal issues arise and who is legally responsible for the actions of the affiliated applicant or certified entity. To change the legally responsible, you must submit an updated O1- Operation Information module. | | | | | | | | | |

**For Primary Contact Changes ONLY:**

Checking this box indicates that the newly appointed Primary Contact has reviewed and consents to the OTCO Terms and Conditions. The undersigned is a duly appointed, primary contact of the applicant/operation and in that capacity, has read, fully understood and agrees to be bound the Terms & Conditions - Oregon Tilth Certification Services and Trademark Use (Terms and Conditions). The Terms and Conditions comprise a single, fully integrated and binding contract between the applicant/operation and OTCO. A copy of the Terms and Conditions is available at [www.tilth.org](http://www.tilth.org).

**Important Information Regarding Electronic Signatures:** Oregon Tilth recognizes and permits the use of electronic signatures in the conduct of its business. By checking the box below, you willingly consent to the use of electronic signatures in the conduct of your business with Oregon Tilth.

**AGREE**

|  |  |
| --- | --- |
|  |  |
| Name/Title | Date |

|  |  |
| --- | --- |
|  |  |
| Signature |  |