



## NOTICE OF TERMINATION

This form must be completed to remove a registered technician from a structural place of business.

\*If transferring to a new branch, you **must** complete a termination form for the current location **and** a technician registration certificate application to connect them to the new location.

COMPANY NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

### EMPLOYEE INFORMATION

EMPLOYEE NAME: \_\_\_\_\_

LDAF ID NUMBER: \_\_\_\_\_

DATE OF TERMINATION: \_\_\_\_\_

CARD RETURNED TO LDAF:      YES      NO

IF NO, EXPLAIN: \_\_\_\_\_

LAC 7:XXV.113.K. "Upon termination of a registered employee, the licensee must secure the employee's registration certificate, notify the Louisiana Department of Agriculture & Forestry of the employee's termination and return the registration certificate to the Louisiana Department of Agriculture & Forestry within five working days after the termination."

LICENSEE OR OFFICE MANAGER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_