



Colorado Department of Labor and Employment
 Division of Oil and Public Safety – Conveyance Section
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Conveyance Registration Notice

(Revised 12/2020)

The [Elevator and Escalator Certification Act](#) requires that all regulated conveyances be registered with the Colorado Division of Oil and Public Safety (OPS) before they are placed into service. To register conveyances, submit this form to OPS via email or postal mail, and then we will issue an invoice for the registration fee (\$200 per conveyance) to the Owner/Management Company Contact you list below.

Building Information

Building Name:					
Building Address:	Street:				
	City:	County:	ZIP:		
Is this building a Federal facility? <input type="checkbox"/> Yes <input type="checkbox"/> No			Is this building a State facility? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Owner/Management Company Information

Owner/Management Company Name:					
Owner/Management Company Address:	Street:				
	City:	State:	ZIP:		
Contact Name:			Phone Number:		
Email Address:			Fax Number:		

Conveyance Information

If registering more than 5 conveyances, submit additional copies of this form.

Conveyance Number	1	2	3	4	5
Conveyance Type (hydraulic elevator, traction elevator, escalator, moving walk, inclined/vertical platform lift, etc.)					
Conveyance Job/Contract number or Serial number (located on the conveyance controller)					
Other Owner Designation ¹					
Number of landings					
Passenger (P) or Freight (F) (if Freight, indicate A, B or C)					
New Installation (N) or Existing Conveyance (E) ²					
Year Installed					
Manufacturer Name					
Capacity (in pounds)					
Model Name or Number					

¹ Enter any other designation ID assigned to the conveyance by the owner or regulating jurisdiction.

² Indicate whether the conveyances are newly installed or already existing at the time of registration.