

State of Connecticut
Department of Consumer Protection
Instructions for Home Heating Fuel Dealers Registration

1. Check type of fuels or fuels to be sold, Oil/Propane.
2. Business Trade Name – Name that will be on vehicles.
3. FEIN number – obtained from IRS.
4. Connecticut Business ID number – obtained from Secretary of the State.
5. Location of where vehicles are garaged – physical location.
6. Applicant's name and title – must be an officer of the corporation, member of the LLC, etc.
7. Device Type – fill in number and types of meters, exempt in Bridgeport, Norwalk, and Stamford.
8. Answer question of plumbing/ heating work. If yes, list names and license numbers of all licensed employees or subcontractors performing this work on second page of application.
9. Provide evidence of general liability insurance coverage and insurance to cover any potential environmental damage due to fuel oil spills. Coverage shall not be less than one million dollars (1,000,000.00) see sample certificate. **Note:** Certificate Holder must be State of Connecticut, Department of Consumer Protection, 450 Columbus Boulevard, Hartford, CT 06103.
10. Submit application with \$200.00 plus Device Registration Fee (if applicable), payable to the "Treasurer, State of Connecticut".
11. Complete Heating Audit Statement, no home heating fuel dealer shall enter into a prepaid home heating fuel contract unless such dealer has either:(1) Obtained and maintained heating fuel futures contracts or other similar commitments that allow such dealer to purchase, at a fixed price, heating fuel in an amount not less than eighty per cent of the maximum number of gallons that such dealer is committed to deliver or, (2) Obtained and maintained a surety bond in an amount not less than fifty percent of the total amount of funds paid to the dealer by consumers with prepaid home heating fuel contracts. Such dealer shall maintain the amount of futures contracts or the amount of the surety bond required by this subsection for the period of time for which such prepaid home heating fuel contracts are effective, except that the amount of such futures contracts or surety bond may be reduced during such period of time to reflect any amount of home heating fuel already delivered to and paid for by the consumer. No prepaid home heating fuel contract shall require any consumer commitment to purchase home heating fuel pursuant to the terms of such contract for a period of more than eighteen months.

**Questions may be directed to the Department of Consumer Protection Food and Standards Division at
(860) 713-6160.**