

PUBLIC UTILITIES COMMISSION

Energy Division – ESP Registration, 4th Floor
505 VAN NESS AVENUE
SAN FRANCISCO, CA 94102-3298



September 1, 2024

Dear Registered Electric Service Provider:

To maintain your Electric Service Provider (ESP) registration with the California Public Utilities Commission (CPUC), you must complete and return the ESP registration Update Form to the CPUC's Energy Division by **October 7, 2024**. A copy of the form is attached.

You are responsible to ensure that all required documentation (e.g. fingerprints, UDC Service Agreements, etc.) is transmitted by October 7, 2024, **unless previously provided** to the CPUC. Please note that the all fingerprint images and other related information must be transmitted electronically. More information about the fingerprint requirements is available from the ESP Registration Guide on CPUC'S Website ([link](#))¹

The \$100 ESP registration fee is NOT required with this Update Form.

As a registered ESP, you are required to notify the CPUC's Energy Division **within five days** of changes in address or telephone number, pursuant to Decision No. 99-05-034, Ordering Paragraph 6.u (3). **You have 60 days to report** material changes in all other registration information. Before submitting the Update Form, make a copy for your records.

Send your completed ESP Registration Update Form with any required documentation not previously provided to:

California Public Utilities Commission
Energy Division—ESP Desk, 4th Floor
505 Van Ness Avenue
San Francisco, CA 94102

For questions about ESP registration, contact The ESP Desk at esp_registration@cpuc.ca.gov.

If you have previously submitted **all** required documentation, you may submit your ESP registration **Update Form** by electronic mail to esp_registration@cpuc.ca.gov.

PLEASE MAKE SURE TO FILL OUT THE UPDATE FORM COMPLETELY. Failure to return this update form, submission of an incomplete form, and/or incorrect information may result in suspension of your registration.

¹ <https://www.cpuc.ca.gov/regulatory-services/licensing/how-to-register-as-an-esp>