

REQUEST FOR PENNDOT'S BRADD SOFTWARE LICENSE UPDATE

Use this form to request an updated version of Pennsylvania Department of Transportation's BRADD Software. Update fees are listed on the Ordering/Updating page of the BRADD Software website (bradd.engrprograms.com).

BRADD License No.: _____ Updating from Version: _____ Requested Version: _____

Company / Organization / Gov't Agency Name: _____

Mailing Address:

Change of Mailing Address ☐

Site Address (if different from mailing address):

Address of office where the software will be installed and used.

Change of Site Address ☐

Check one (see notes & instructions below):

- ☐ Private Organization (e.g., Consultant)
☐ Educational Institution - for Consulting Use
☐ Educational Institution - for Educational Use Only ^{1, 3}
☐ Local Governmental Agency ^{1, 4}
 ▶ enter the name and address of contracted / appointed Engineer, if applicable, in the "Site Address" block.
☐ Foreign Government
☐ Department Executive Agency
☐ State Transportation Agency outside Pennsylvania

Check if applicable (see notes & instructions below):

- ☐ Tax Exempt Organization ¹
☐ Out-of-State Organization ²

Software Download Recipient:

Name: _____

Email: _____

Phone: _____

Change of Recipient Information ☐

Billing Contact:

Name: _____

Email: _____

Phone: _____

Change of Contact Information ☐

License Update Fee: \$ _____ To submit the update request by mail send the request form to:

6% PA Sales Tax: \$ _____

PAYMENT TOTAL:

\$

**PennDOT BRADD Manager
PennDOT Bridge Office
400 North Street, 7th Floor
Harrisburg, PA 17120-0094**

▶ For electronic submission, e-mail the request form to:

RA-PDBRADDMANAGER@pa.gov

An invoice will be e-mailed to the Billing Contact with a link to the Pay PennDOT website.

¹ Tax Exempt Organizations, incl. Educational Institutions and Local Government Agencies, must submit a Pennsylvania Exemption Certificate (Form REV-1220): www.revenue.pa.gov/FormsandPublications/FormsforBusinesses/SUT/Documents/rev-1220.pdf.

² Sales tax does not apply to out-of-state organizations if both the mailing and the site addresses are outside of Pennsylvania.

³ Educational Institutions requesting an update for educational use only must certify in writing, by a Dean or higher official, that the BRADD software will only be used for instructional purposes and will not be used for consulting work. The written certification must be received before an update is issued.

⁴ Local Governmental Agencies requesting an update that is intended for use by a contracted/appointed Engineer, must have that Engineer certify in writing, by the principle-in-charge, that the BRADD software will only be used for work of the Local Governmental Agency, and will not be used for consulting work. The written certification must be received before an update is issued.