

# **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](http://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 <sup>1, 3</sup>
- Local Governmental Agency <sup>1, 4</sup>
  - ▶ 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 <sup>1</sup>
- Out-of-State Organization <sup>2</sup>

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](mailto:RA-PDBRADDMANAGER@pa.gov)

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

<sup>1</sup> 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](http://www.revenue.pa.gov/FormsandPublications/FormsforBusinesses/SUT/Documents/rev-1220.pdf).

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

<sup>3</sup> 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.

<sup>4</sup> 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.