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How to Change the Primary Contact

In order to change the primary contact for your organization, you must submit a letter announcing your appointment as ASME contact. This announcement must be submitted on either company letterhead or a document with a corporate seal with a physical signature before you can be linked to the applicable company. ASME will then update the contact information for your company, and you will receive an e-mail notification when it's completed.

In your letter, please provide the following information:

1. New Contact Name (First Name, Middle Initial, Last Name)
2. Job Title
3. Telephone Number
4. Fax Number
5. Mobile Number
6. E-mail Address
7. Location(s) (If applicable)
8. Certificate(s) (If applicable)
9. Previous Contact (If known)
10. Current or Previous ASME Association, if any (i.e. Student Member, Committee Volunteer, Product Catalog orders) (if applicable)

Request should be sent to:

ASME
Conformity Assessment
2 Park Avenue
6th Floor M/S 6-2C
New York, NY 10016
Fax: 1-212-591-8599
E-mail: ca@asme.org