

Application Instructions: New Contractor's License

Thank you for your interest in a State of Arizona Contractor's License.

You can avoid unnecessary delay by correctly and fully completing your application. Following these instructions will help you avoid the most common mistakes and find answers to frequently asked questions. Submitting an incomplete application may result in the application being returned to you.

The Licensing Process: What Should I Do First?

1. Check availability of and reserve the applicant name with the Registrar of Contractors (ROC) (see Section 1, Part 1 of these instructions).
 - a. Once the applicant name is reserved with the ROC, verify the name's availability with the Arizona Corporation Commission (for Corporations and LLC's) or the Secretary of State (for Partnerships).
 - b. Form an entity with that name at the Arizona Corporation Commission or Secretary of State as applicable.
2. Take and pass appropriate Trade and Business Management exams (see Section 3, Parts 2-3 of these instructions).
 - a. In lieu of taking a trade test applicants may apply to waive the trade exam (see Section 4 of these instructions).
3. Obtain a Transaction Privilege Tax Number (TPT) from the Arizona Department of Revenue and a Tax Identification Number (TIN) from the Internal Revenue Service (IRS).
4. Obtain a bond (see Section 2 of these instructions).
5. Complete the license application and all supporting documents and forms (see Section 1 of these instructions).
6. Review the Final Check List below to make sure everything is done.
7. Submit application with appropriate fees.

Final Check List

Ensure your application includes:

- ☐ Completed application with all required attachments
- ☐ AZ Corporate Articles, LLC agreement, Limited Partnership papers, or franchise agreement
- ☐ Proof of Workers' Compensation Insurance
- ☐ Original bond with proper signatures and seals
- ☐ Original test scores
- ☐ Completed Experience & Project forms
- ☐ Financial Statement (Notarized)
- ☐ Solar Warranty (if applying for a solar license or have the word 'solar' in your applicant name)
- ☐ Appropriate license fees
- ☐ Background checks printed receipts from applicants
- ☐ Copy of Photo ID's

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Section 1: Line-by-Line Application Instructions

All information must be typed or printed clearly in black ink. Any application that is not legible will be returned to you.

Application Part 1: Applicant Information

1. **Name of Applicant**

The name of the applicant is the name that will appear on the license and is the actual name under which the contracting business will operate.

If applying as a Limited Liability Company, the applicant name must read exactly as approved by the Arizona Corporation Commission.

Example: Smith's Painting, LLC

If applying as a Corporation, the applicant name must read exactly as approved by the Arizona Corporation Commission.

Example: Smith's Painting, Inc.

If applying as a Limited Partnership, the applicant name must read exactly as approved by the Arizona Secretary of State.

Example: Smith's Painting, LP

If applying as an individual, the applicant name will be the full legal name of the individual.

Example: John Allen Doe

If you have submitted a "Name Request and Availability" form, and the ROC has reserved the applicant name, please enclose a copy of the name reservation with your application.

FAQ: How do I choose an applicant name?

Applicants should reserve the proposed name with the Registrar of Contractors Licensing Department by completing and submitting the "Name Request and Availability" form (available at <http://www.azroc.gov/Forms.html>). Please note that the availability of a name with the Arizona Secretary of State and/or Arizona Corporation Commission does NOT guarantee the name will be available with the ROC.

Arizona Corporation of Commission				Arizona Secretary of State			
Phoenix	Corporations Division 1300 West Washington 1st Floor Phoenix, AZ 85007-2929	Phone	(602) 542-3026 800-345-5819 (In Arizona)	State Capitol Executive Tower 1700 W Washington, Ste. 103 Phoenix, AZ 85007	Phone	(602) 542-6187 800-458-5842 (In Arizona)	
Tucson	Arizona State Complex Building 400 West Congress Tucson, AZ 85701-1347	Phone	(520) 628-6560	Arizona State Complex Building 400 W Congress Second Floor, Room 252 Tucson, AZ 85701	Phone	(520) 628-6583	
Online:	www.azcc.gov			www.azsos.gov			

Rules governing the names of applicants are found in R4-9-109. This rule authorizes the Registrar to reject an application if the name "is identical or so similar to that of an existing licensee or license applicant that it may cause confusion." Confusion of names causes wrongful billings, misdirected complaints, and misinformation provided to the public. To avoid confusion, the following guidelines should be used when choosing an applicant name.

Name Similarities: Names that are so similar that would cause confusion to the public are not available.

Examples:

- a. Construction, contract, constructors, contracting
- b. Build, built, builder, building, builders
- c. Develop, developers, development

NOTE: Examples A, B, and C words can only be used in names of KB-1, KB-2, B-1, B-2 or B classifications

- d. Enterprise, enterprises
- e. Refrigeration, air conditioning, A/C, cooling, heating, HVAC, ventilating, mechanical
- f. Electric, electrical, electrician
- g. Southwest, south west, SW, southwestern
- h. Air, aire
- i. Remodel, restoration, repair

Entity Endings: Words and abbreviations that are required to identify the type of business entity are disregarded when considering name availability and do NOT qualify a name as distinguishable. This includes abbreviated forms of the “Identifiers” as well as foreign language equivalents. Thus, names otherwise identical except for the presence of any of the following “Identifiers” or abbreviations shall not be considered distinguishable.

- a. **Identifiers:** "Corporation," "Company," "Incorporated," "Limited," "Co.," "Ltd.," "Corp.," "Inc.," "Limited Partnership," "Limited Liability Company," "Limited Company," "LLC," "LC," "Registered Limited Liability Partnership," "LLP", "Professional Corporation" "Professional Service Corporation," "PSC," "PLLC," and "PLC", "Professional Association", "P.A.", "Service Corporation", "S.C.", "Chartered".

Examples: The following are NOT distinguishable "Business Machine Company", "Business Machine Company, Inc.", "Business Machine Corporation", "Business Machine LLC", "Business Machine Limited Partnership"

- b. A name may NOT be comprised only of identifiers listed above.
Example: "Limited Service Company", "Incorporated" or "Corporation"
- c. Foreign Corporations: "Words or abbreviations of like import in another language".
Example: "Los Gatos S.A., Inc." is NOT distinguishable from "Los Gatos Inc."

And: "And" and "&" are NOT distinguishable. Names otherwise identical except for the presence of "and" or the ampersand symbol "&" or just a space between words shall not be considered distinguishable.

Example: "Run and Gun Enterprises" is NOT distinguishable from "Run & Gun Enterprises"

Articles: Articles of speech (a, an, the) do NOT make a name distinguishable.

Examples:

- a. "Carpet Universe" is NOT distinguishable from "The Carpet Universe"
- b. "The Bates Drywall" is NOT distinguishable from "Bates Drywall"
- c. "An Eagle's Eye Remodeling" is NOT distinguishable from "Eagle's Eye Remodeling"

Possessives: The possessive form of a word is NOT distinguishable from the plural.

Example: "Hill's General Contracting" is NOT distinguishable from "Hills General Contracting"

Marks of Punctuation and Differences in the Use of Special Characters: Commas, periods, apostrophes, quotation marks, dashes, exclamation points, question marks, asterisk, backslash, left brace, right brace, caret, greater than, less than, number sign, underscore, tilde and all other marks of punctuation appearing in trade names are disregarded when considering name availability and do not qualify a name as being distinguishable. These marks will not appear as part of the applicant name: quotation marks (""); period (.); semicolon (;); exclamation (!); apostrophe ('); back slash (\); pipe (|); question mark (?); parenthesis (); forward slash (/); hyphen (-); ellipsis (...); comma (,); brackets ([], { } <>); underscore (_); caret (^); colon (:); accent (´); dotted line (--); asterisk (*); greater/less than (<>) or any other special characters.

Examples:

- a. "CD Construction" is NOT distinguishable from "C-D Construction"
- b. "Profit: Possible" is NOT distinguishable from "Profit Possible"
- c. "Bob's" is NOT distinguishable from "Bobs"
- d. "Let's Sell" is NOT distinguishable from "Let's Sell!"

Roman and Arabic Numbers: Roman and Arabic numbers are NOT distinguishable from words representing the numbers.

Examples:

- a. "Two Guys with Hammers Co." is NOT distinguishable from "2 Guys with Hammers"
- b. "Ink Holdings #3" is NOT distinguishable from "Ink Holdings No. Three"
- c. "First Alert" is NOT distinguishable from "1st Alert"
- d. "Brian's One to One Remodel" is NOT distinguishable from "Brian's 1-2-1 Remodel"
- e. "Mark 4 Building" is NOT distinguishable from "Mark IV Building"

Word Spacing or Combining: Names are not distinguishable because of the addition or subtraction of spaces.

Examples:

- a. "Twin State Electric" is NOT distinguishable from "Twinstat Electric"
- b. "Mid Co" is NOT distinguishable from "MidCo"
- c. "Hilltop Plumbing" is NOT distinguishable from "Hill Top Plumbing"
- d. "Outbound Landscapes" is NOT distinguishable from "Out Bound Landscapes"
- e. "Northwest Homes" is NOT distinguishable from "North West Homes"
- f. "Sidewalk Sales" is NOT distinguishable from "Side Walk Sales"

The Use of Upper and Lower Case of Letters: The use of upper and lower case of letters within a name are disregarded when considering name availability. Thus, names otherwise identical except for difference in the use of upper and lower case shall not be considered distinguishable.

Examples:

- a. "Azleads" is NOT distinguishable from "AZLEADS"
- b. "McArthur Plumbing" is NOT distinguishable from "Mcarthur Plumbing"

False Implication of Government Affiliation: The name may not be one that might falsely imply governmental affiliation, local, state, or federal or any sub-division thereof without authorization to register such a name.

Examples:

- a. "Arizona State Carpenters Association"
- b. "I.R.S. Collections"

Grossly Offensive, Obscene or Names that Have an Illegal Connotation: Names that contain words, phrases or references that are clearly derogatory to a particular group of people, such as gender, ethnic group, religious group, race etc., are commonly understood to have a profane meaning or usage, or that inappropriately promote abusive or unlawful activity will not be acceptable.

World-Wide Web Prefix (www) or Suffix (.com, .org, .net etc.): The addition of a worldwide web prefix or suffix is not distinguishable.

Examples:

- a. "roofsrus.com" is NOT distinguishable from "roofsrus.org"
- b. "www.Roofs.com" is NOT distinguishable from "HTTP//roofs.org"

Abbreviations: Abbreviations and unabbreviated versions of the same words are NOT distinguishable

Examples:

- a. "The Wizard of Oz. Measuring Tape" is NOT distinguishable from "The Wizard of Ounces Measuring Tape"
- b. "Mister Softy" is NOT distinguishable from "Mr. Softie"
- c. "St. Andrew's Awnings" is NOT distinguishable from "Saint Andrew's Awnings"
- d. "Mt. Washington Homes" is NOT distinguishable from "Mount Washington Homes"
- e. "Easy Technology" is NOT distinguishable from "Easy Tech", "Easy Tec", or Easy Tek"

Different Spellings of Proper Names: Different spellings of proper names are NOT distinguishable.

Examples:

- a. Bird Plumbing, Byrd Plumbing, Burd Plumbing
- b. Smith Construction, Smyth Construction, Smythe Construction
- c. Kelly Painting, Kelley Painting, Kellie Painting
- d. Crispy Cream, Krispy Kream

Unique or Improper Spelling: A proposed name is NOT distinguishable from an existing registration if the unique, archaic, or improper spelling of a word or words makes up the difference.

Examples:

- a. B-4 the Fall, B4 the Fall, Before the Fall
- b. Kwik Konstruction, Quick Construction, Qwik Construction
- c. Brown Dog Murals, Brown Dawg Crafts
- d. Bow Tie Roofs, Beau Tie Roofs

Letters and Specific Symbols: The following letters and specific symbols are NOT converted to the word/number equivalent and are NOT distinguishable: A-Z, %, \$ @ , #, + , = ,

Examples:

- a. "Dollar Store" is NOT distinguishable from "\$ Store"
- b. "Plus Value Market" is NOT distinguishable from "+ Value Market"

Foreign Language Applicant Names: Words in a foreign language are not translated into English, but must consist of letters in the Roman alphabet, Arabic numerals (0, 1, 2, 3, etc.), or symbols capable of being readily reproduced by the Division.

Examples:

- a. "Rio Verde" is distinguishable from " Green River"
- b. "Evangelical Church" is distinguishable from " Evangelico Church"
- c. "El Burrito" is distinguishable from "The Burrito" or "Burrito"

Doing Business As (DBA) Names: DBA names may be used but must follow the same guidelines as above. If using a DBA in conjunction with an applicant name registered with the AZ Secretary of State of AZ Corporation Commission, both names must be listed on all application documents, including the bond, and all advertising.

Examples:

- a. Smith's Painting, LP DBA Joe's Painting
- b. AJ's Plumbing, LLC (FN) DBA Alan's Rooter Service
- c. Smith's HVAC, Inc. DBA Smith Air

The following DO make a name distinguishable from another name on the record.

Key Words: If one of the key words is different. A "key word" means any word other than articles, prepositions, conjunctions or entity identifiers, such as "corporation", "incorporated", "company," etc.

Example: "Mary's Creations" is distinguishable from "Mary's Delights"

Geographical Designations: The use of geographical designations *may* make a name distinguishable. A copy of the complete franchise agreement must be submitted.

Example: "Plumbing Masters of West Phoenix" is distinguishable from "Plumbing Masters of Northern Arizona"

2. Fictitious Name (i.e. DBA)

The fictitious name (or assumed name, trade name, FN or DBA name) is a business name that is different from your personal name, the names of your partners or the officially registered name of your LLC or corporation.

Example: DBA AJ's Plumbing

3. Classification Requested

This is the classification and description of the license for which you are applying.

Example: A- General Engineering is a license with a classification of “A-” and a description of “General Engineering”

FAQ: Where can I find information on the different license classifications?

License classifications are found in R4-9-102, R4-9-103, and R4-9-104 (see “Registrar of Contractors” rules at http://www.azsos.gov/public_services/Table_of_Contents.htm). A description of the classifications can also be found in Section 3, Part 3 of these application instructions and on the ROC website at http://www.azroc.gov/l_class.html.

4. Business will operate as a

Check the box that describes the applicant named in question 1 of this application (Limited Liability Company, Corporation, Partnership, Individual). Write the file number if the applicant is anything other than an Individual.

Attach to your application a copy of the applicable business formation documents and latest annual filings. Such as:

- The Articles of Organization,
- The Articles of Incorporation,
- The Partnership Agreement,
- The Annual Disclosure Statement,
- Foreign Corporation Registration, and
- Franchise Agreement.

5. Federal Tax Identification Number (TIN)

In order to obtain a contractor’s license, you must provide a valid Tax Identification Number (TIN).

Information on obtaining a TIN may be found at:

Phoenix:	Internal Revenue Service 4041 North Central Phoenix, AZ 85012	Phone	(602) 636-9199
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Tucson:	Internal Revenue Service 300 W. Congress Tucson, AZ 85701	Phone	(520) 205-5008
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Online:	http://www.irs.gov/Individuals/International-Taxpayers/Taxpayer-Identification-Numbers-(TIN)
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6. Arizona Transaction Privilege Tax Number (TPT)

In order to obtain a contractor’s license, you must provide a valid Arizona Transaction Privilege Tax Number (TPT). Information on obtaining an Arizona TPT may be found at:

Phoenix:	Arizona Department of Revenue 1600 W Monroe Phoenix, AZ 85007	Phone:	602-542-4576
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Tucson:	Arizona Department of Revenue 400 W Congress, South Building Tucson, AZ 85701	Phone:	602-628-6600 800-843-7196 800-352-4090
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Online:	https://www.aztaxes.gov/default.aspx ;	http://www.azdor.gov/About/FAQs/TPT.aspx
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7. Business Address

This is the physical street address from which the business will operate. This cannot be a PO Box, a Personal Mail Box (PMB) or a mail box store.

8. Mailing Address

This is the address where all correspondence from the Registrar will be mailed. This includes correspondence regarding complaints or license renewals. The mailing address can be a PO Box, PMB or mail box store. If the Mailing Address is the same as the Business Address, you can write "Same".

Please note that if the applicant has additional ROC licenses, this will be the mailing address for all ROC licenses.

FAQ: What is the difference between the business address and the mailing address?

For many applicants the two addresses are the same. While an applicant may have many business addresses, it can have only one mailing address. The mailing address is referred to in statute as the "address of record". This is the address where the ROC will mail correspondence regarding this license. Failure to appropriately respond to this correspondence could negatively impact the applicant's right to work as a contractor with this and any other ROC license. Two common examples of correspondence the ROC might mail are (1) notices about license renewals, and (2) notices about complaints. Failure to properly respond to these notices may result in discipline of a license.

9. Phone Number

This is the phone number of the applicant.

10. Email

This is the email address of the applicant. If the applicant does not have an email address, write "None".

11. Email Notification

Checking this box indicates that you would like to receive an email notifying you when your license is due for renewal.

12. Workers' Compensation

Arizona Revised Statute Title 23, Chapter 6 governs workers' compensation. Check the box that indicates how the applicant will comply with the Workers' Compensation Act.

Attach to your application proof of how the applicant will comply with the Workers' Compensation Act. Such as:

- A copy of the certificate or insurance statement, including the policy number, or
- The affidavit of self-employment exemption.

If the qualifying party is NOT an owner, a partner, a member or manager of an LLC or an officer or director of a Corporation, he/she is an employee. You MUST provide a copy of the workers' compensation insurance.

The owner, a partner, a manager or member, or an officer or director must certify compliance with workers' compensation by printing their name, title and signing.

More information on Workers' Compensation can be found by contacting the Industrial Commission of Arizona.

	Industrial Commission of Arizona		
Phoenix	800 W. Washington Street	Phone	(602) 542-4661
	Phoenix AZ 85007		
Tucson	2675 E. Broadway	Phone	(520) 628-5181
	Tucson AZ 85716		
Online	http://www.ica.state.az.us		

Application Part 2: Cancellation of Existing ROC License(s) Upon Issuance of New License

13. Cancellation of License(s) Upon Issuance of New License(s)

Generally the application for a new license does not require the cancellation of existing ROC licenses. This Part will commonly be used for applicants with a qualifying party who is also the qualifying party for one or more existing ROC licenses. A.R.S. § 32-1127 sets forth the requirements that must be met for an individual to act as a qualifying party for more than one license. This statute also limits a qualifying party to two licenses.

Space is provided to request the cancellation of two licenses. Only an authorized signer of the license being cancelled can request the cancellation of a license (i.e. the owner of a sole proprietorship, a partner of a Partnership, an officer of a Corporation, or a member or manager of a Limited Liability Company).

Application Part 3: Personnel Information (Qualifying Party)

Application Part 4: Personnel Information (All Other Persons or Entities, Not Qualifying Party)

These instructions apply to the personnel information for questions 14-27 of Part 3 for Qualifying Party's and Part 4 for All Other Persons or Entities, who are not the Qualifying Party's.

The Part 3, Personnel Information (Qualifying Party) form should only be completed by qualifying individuals. Each applicant will have only one Qualifying Party. The Qualifying Party is the "responsible managing employee" or "qualifying party" described in A.R.S. § 32-1127. The Qualifying Party is the individual who has the requisite experience and has taken and passed the required trade and business management exam(s).

The Part 4, Personnel Information (All Other Persons or Entities, Not Qualifying Party) form should be completed by all individuals and business entities having an ownership or management interest in the applicant. For example, where the applicant is an Arizona Limited Liability Company, a form should be completed by all persons listed with the Limited Liability Company at the Corporation Commission. Additionally, if the applicant has ownership that is held by a Parent/Partner entity such as another Limited Liability Company, a lawful representative of that Parent/Partner entity must fill out the Part 4 form on behalf of the Parent/Partner entity. Also please include a copy of all applicable documents listed in Section 1, Question 4 (e.g. Articles of Organization, Articles of Incorporation, etc.) for the Parent/Partner entity. Each person and business entity should fill out its own form.

- For individuals, questions 14-27 must be correctly and fully completed as instructed in the line-by-line instructions.
- For business entities, questions 14-27 must be correctly and fully completed as instructed in the line-by-line instructions and as appropriate. Where a question applies only to an individual (e.g. middle name) and not a business entity, and also where not otherwise instructed, write "NA".

14. Name (First, Middle, Last)

The complete legal first, middle and last names are required. If the individual has no middle name, write "None". If the individual only has a middle initial, write "Only" after the initial.

If ownership is held by a Limited Liability Company, Corporation, or Partnership, write the full legal name of the business entity.

15. Date of Birth

A date of birth for each individual must be provided. A.R.S. § 32-1122 prohibits a minor from being an individual owner, partner, corporate officer, member or Qualifying Party on a contractor's license.

16. Government ID: State/Number

Write the state issuing the ID and the ID number. Typically the Government ID will be a government issued driver's license or a passport.

Example: AZ/ D12345678

Please submit a clear copy of the ID.

17. Social Security Number

Pursuant to A.R.S. §§ 25-320, 25-518 and 25-519 the ROC must collect social security numbers. Please include a copy of your social security card with the application. The ROC will not use social security numbers in an unauthorized manner.

If ownership is held by a Limited Liability Company, Corporation, or Partnership, write the Tax Identification Number.

18. Residential Address

Write the complete residential address, including city, state and zip code.

If ownership is held by a Limited Liability Company, Corporation, or Partnership, the mailing address may be used in lieu of a residential address.

19. Percent Ownership

Write the percent ownership. The ownership percent for all personnel must total 100%. Publicly traded companies must be noted.

20. Title or Position

Write the title of the person.

21. Have you ever received a citation for contracting without a license?

Check yes or no. If yes, describe where and when in the space provided.

22. Have you ever been on a contractor's license issued by Arizona or any other state?

Check yes or no. If yes, in the space provided write the state(s), the current license status(es), the license number(s), the license name(s), and the license class(es). Use additional pages to indicate all licenses previously named on.

23. Have any of the licenses listed in question 22 ever been suspended, revoked or otherwise disciplined?

Check yes or no. If yes, in the space provided write the license number(s), the current status of the license(s), and the cause of the discipline(s).

Please note, to avoid delay in the review of this application, all discipline and pending complaints should be resolved prior to submitting the application.

24. Have you filed a petition for bankruptcy protection within the last 7 years under your individual name or on behalf of any business entity?

Check yes or no. If yes, attach complete copies of the petition(s), docket report(s), all schedules and statements including Schedules E and F, the discharge order(s), and confirmed plans where applicable. *I understand that filing for bankruptcy is not grounds for the denial, suspension, or revocation of a contractor's license.*

25. Have you completed the criminal background check during the last 4-60 days?

Check yes or no. If no, please complete the criminal background check prior to submitting this application. The criminal background check is available at http://www.azroc.gov/1_Background.html. This background check must be submitted 4-60 days prior to submitting this license application. You must include a copy of your background check receipt with your license application.

26. Have you ever been convicted of a felony or a misdemeanor, or currently have a felony charge pending?

Check yes or no. If yes, describe when, what the charge or conviction was, and the name of the court in the space provided. (Use additional paper if needed.) If you are currently on a license or were on a license within one year prior to the date of this application, and have previously disclosed a felony and have had no further felony convictions and currently have no pending felony charges provide a written and notarized statement to that effect.

Please provide any additional information about your charges or convictions that you would like the ROC to consider. For example, you may want to submit information showing rehabilitation. Examples of rehabilitation: counseling, gainful employment, passage of time without additional or repeat violations, completion of an appropriate rehabilitation program, an order vacating (setting aside) a conviction. This is often referred to as expungement. Providing evidence of rehabilitation will help the ROC decide whether to deny this application based on these charges or convictions.

Note: Even though a conviction has been vacated, pardoned, expunged, dismissed, appealed, listed as undesignated or otherwise reduced or your civil rights have been restored, you are required to answer "YES."

27. Are you, or any business of which you are an owner, currently delinquent in payment of any of the following: state or federal income taxes, payroll withholding, social security, unemployment or workers' compensation?

Check yes or no. If yes, complete who and attach a detailed explanation and provide a payment schedule and Certificate of Good Standing from the Arizona Department of Revenue.

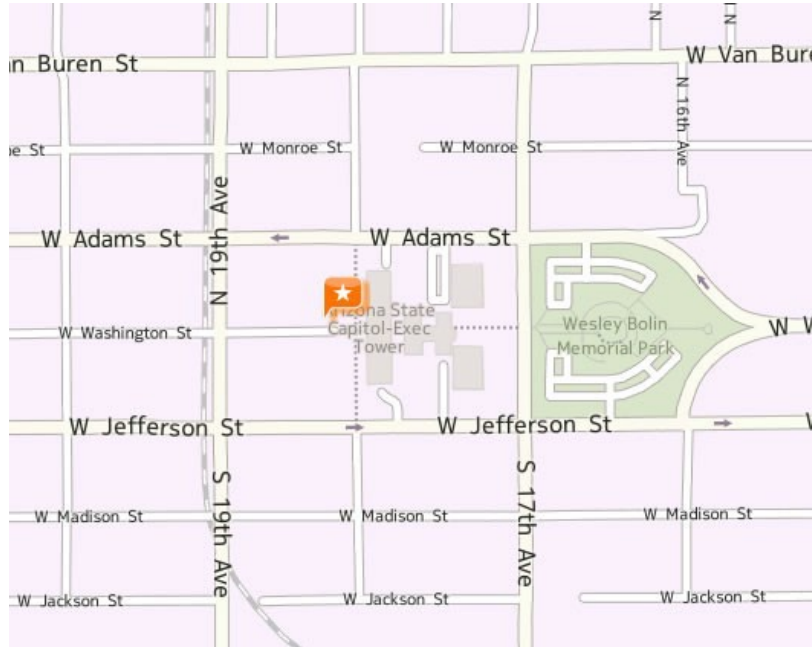
Application Part 5: Submitting the Application

Once completed, you may submit the application and all supporting documents in person or by mail to the Phoenix Office.

Hand Deliver:
Registrar of Contractors
1700 W. Washington, Ste. 105
Phoenix, AZ 85007

Mail To:
Registrar of Contractors
PO Box 6748
Phoenix, AZ 85005-6748

Free parking is located in the parking lot on 19th Avenue and Washington. There are reserved parking spaces for ROC Customers. Please do not park in any other reserved spaces. Enter through the west entrance of the Capitol Executive Tower.



Section 2: Bonding Requirements

A license bond must be provided with the license application. Once issued, the license is required to have a valid bond at all times. The amount of the bond required depends on the classification of license and your estimated gross annual volume of business in Arizona. Please review the bond schedule for the required dollar amounts.

LICENSE CLASSIFICATION	ESTIMATED GROSS VOLUME WITHIN ARIZONA	BOND AMOUNT PER LICENSE
General Residential Classifications	Less than \$750,000	\$9,000
	\$750,000 or more	\$15,000
Specialty Residential Classifications	Less than \$375,000	\$4,250
	\$375,000 or more	\$7,500
General Commercial Contracting and Engineering Contracting	Less than \$150,000	\$5,000
	\$150,000 or more, but less than \$500,000	\$15,000
	\$500,000 or more, but less than \$1,000,000	\$25,000
	\$1,000,000 or more, but less than \$5,000,000	\$50,000
	\$5,000,000 or more, but less than \$10,000,000	\$75,000
	\$10,000,000 or more	\$100,000
Specialty Commercial Classifications	Less than \$150,000	\$2,500
	\$150,000 or more, but less than \$500,000	\$7,000
	\$500,000 or more, but less than \$1,000,000	\$17,500
	\$1,000,000 or more, but less than \$5,000,000	\$25,000
	\$5,000,000 or more, but less than \$10,000,000	\$37,500
	\$10,000,000 or more	\$50,000

*** Dual license bond amounts are calculated by combining the amount required for estimated residential and commercial work.**

The three following of the bond types are acceptable: Cash, Certificate of Deposit and Surety.

- Please note, pursuant to A.R.S. §32-1152(D), cash deposits may be withdrawn, if there are no outstanding claims against them, two years after the termination of the license or the filing of a surety bond as a replacement of the cash deposit.

Bond Part 1: Cash Bond

1. Must be a cashier's check, money order or certified check payable to the Registrar of Contractors.
 - a. Personal and/or business checks are not acceptable forms of cash bonds.
2. Do not combine the license fees and the cash bond
3. Cash bonds do not earn interest.

Bond Part 2: Certificate of Deposit

If you choose to submit a Certificate of Deposit, obtain the Assignment Agreement from the Licensing Department. Read these instructions carefully before completing the Assignment of Alternative to Cash Deposit Assignment Agreement. The bank or credit union branch and the contractor will receive their copies back in the mail once they are signed and dated by the Registrar.

1. Certificates of deposit must be purchased from a federally insured Arizona bank or credit union.
2. The certificate of deposit is payable to the depositor and delivered to the Registrar of Contractors along with the complete and notarized Assignment Form. (Depositor may be someone other than the contractor.)
3. All certificates of deposit received and accepted MUST be continuously "automatically renewable".
4. The certificate of deposit will remain on deposit at the Registrar of Contractors as security for two years after expiration, cancellation or revocation of the license, or for two years after the filing of a surety bond to replace the cash security.
5. Sections #1 and #2 on the Assignment Agreement must be completed by the applicant. Section #3 must be filled out correctly and completely and signed by an officer of the bank, savings and loan or credit union and notarized. The name of the "contracting company" must read exactly the same as shown on the license application.
6. The assignment is signed in section #1 by the person the certificate is made payable to and section #2 is signed by the contractor (if different from depositor).
7. The account number or certificate number on the assignment must correspond exactly to the number shown on the certificate of deposit.
8. Investment earnings are payable to the person designated by the depositor. The Registrar of Contractors does not have a claim on interest earnings except in the event that earned but unpaid interest is applied against an early withdrawal penalty upon payment to an injured party (by court order) pursuant to A.R.S. §32-1152.
9. After the assignment is completely filled out, signed and notarized per #5 and #6 above, the original to be submitted to the registrar of contractors along with the certificate of deposit receipt.

Bond Part 3: Surety Bond

The contractor must submit the original bond to the registrar of contractors. Only the original bond document will be accepted. Faxed bonds are not acceptable. Bonds must be uniform; they must be typed in the same font or hand written in the same pen, by the same person. The bond must be filled in completely and correctly as indicated in the steps listed below:

1. Surety bond number: A bond number must be listed. 'BINDER' in lieu of a bond number is not acceptable.
2. Applicant Name: Applicant name must be exactly as it appears on the license application.
 - a. If applying as a Limited Liability Company, the applicant name must read exactly as approved by the Arizona Corporation Commission.
Examples: Smith's Painting, LLC or AJ's Plumbing, LLC (FN)
 - b. If applying as a corporation, the applicant name must read exactly as approved by the Arizona Corporation Commission.
Examples: Smith's Painting, Inc. or AJ's Plumbing, Inc. (FN)
 - c. If you're using a Doing Business As (DBA) name, the DBA must be listed with your corporate name.
Examples: Smith's Painting LP DBA Joe's Painting, or AJ's Plumbing, LLC (FN) DBA Alan's Rooter Service, or Smith's HVAC, Inc. DBA Smith Air
 - d. If applying as a partnership, the applicant name must read all partners legal first, middle, last names DBA applicant name.
Example: John David Smith and Jane Ann Smith DBA Smith's Painting

- e. If applying as a Limited Partnership, the applicant name must read exactly as approved by the Arizona Secretary of State.
Example: Smith's Painting, LP
- f. If applying as an individual, the applicant name must read your legal first, middle, last name DBA applicant name.
Example: John David Smith DBA John's Painting
- 3. Surety: The name of the surety company must be listed.
- 4. License Classification and Description: as shown in Rules R4-9-102, R4-9-103 and R4-9-104.
Example: R-11 ELECTRICAL
- 5. The amount of bond required depends upon the classification of license.
 - a. See the bond schedules for penal sums.
 - b. Dual license bond amounts are the total combined amount required for residential and commercial classifications.
 - i. Dual bond amounts must be divided between residential and commercial amounts.
Example: \$4,250 Residential, \$2,500 Commercial
 - c. Original signatures on bond must be properly completed:
 - i. Reproduced or stamped signatures are not acceptable
 - d. Subsequent bond riders or reinstatement notices must be the original copy bearing original signature(s).
- 6. The sole proprietor, a partner, corporate officer or director, member or manager must sign and add their title.
- 7. Attorney-in-Fact must sign. This signature must be notarized.

Section 3: Qualifications of Qualifying Party

A.R.S. § 32-1122(F) requires a qualifying party show (1) a minimum of 4 years of experience, and (2) having passed applicable written examinations. Experience and examinations must be applicable and appropriate for the license classification for which the applicant is applying. Part 3 of this section includes a table showing each license classifications, and their associated application requirements such as experience, exams, projects and W-2's.

Qualifying Party Part 1: Experience

The Registrar verifies experience by requesting documentation of new projects, maintenance projects, W-2's and letters of verification. Experience can also be verified by providing the Registrar proof that the qualifying party for the applicant has been licensed in a comparable classification by a state board, county, or municipal agency in another state. Providing proof of adequate experience with your application will ensure that your license application is reviewed in a timely manner. If this information is not provided at the time of submittal of the application and the Registrar is unable to verify the experience, the review of your application may be delayed until this information is received.

Projects should cover the number of years of experience required.

Verification Statements for Work Experience and Project Information should be signed by contractors, sub-contractors, property/home owners, building inspectors, employers or anyone with first-hand knowledge of your experience. Family members should not be used to verify experience.

Work Experience

Complete and submit a "Work Experience Record" form for each employer. Work Experience (or "Experience/Lics") forms are available on the ROC website at http://www.azroc.gov/1_Forms.html. Please refer to the License Classification Requirements in Part 3 for the years experience required for each classification.

Line-by-Line Instructions:

1. Qualifying Party's Name: Enter the Qualifying Party's (QP) legal first, middle and last names.
2. Date of Birth: Enter the QP's date of birth.
3. Employer's Name: Enter the QP's employer's name.
 - a. If the QP is self-employed, enter "self"
4. Employer's License Number: Enter the employer's contractor's license number.
5. Employer's Mailing Address: Enter the employer's complete mailing address, including city, state and zip code.
6. Supervisor's Name: Enter the supervisor's name
 - a. If the QP is self-employed, enter "self"
7. Type of Business: Enter the type of business, such as air conditioning, homebuilding, masonry, etc.
8. Dates of Employment: Enter the month and year the QP began employment in "From", the month and year employment ended in "To" and the total number of months and years in the "Total".
9. Average hours worked per week: Enter the average hours the QP worked for this employer per week.
 - a. Example: If the QP worked full time, enter 40 hours; part-time, enter 20 hours, etc.
10. Number of people you supervised: Enter the number of people you supervised.
11. Check all job positions you held for this employer: Check all job titles the QP held. Enter the number of months and years for each position.
12. Approximate number of projects worked on for this employer: Enter the number of residential and commercial projects.
13. Average size range of these projects: Enter the smallest and largest projects in square footage, tonnage, voltage, miles or whatever applies to your field of work.
14. Describe your major duties: Write the duties of the projects referred to in question 12.
15. I, the undersigned, hereby apply for a contractor's license and verify under penalty of perjury that all the information contained herein is true of my own knowledge. I acknowledge the ROC may contact this employer. The QP must read the statement, print his/her name, sign and date

The Verification Statement must be completed by the person verifying the work experience record.

1. Enter the Qualifying Party's name on the Name of Qualifying Party line.
2. Check the relationship between the verifier and Qualifying Party.
3. Enter the verifier's complete residential address
4. Enter the verifier's phone number, fax number and e-mail address
5. The verifier must print, sign and date the form before a notary public.

Project Information

Complete and submit a "Project Information" form for each project. Project Information (or "Experience/Lics") forms are available on the ROC website at http://www.azroc.gov/1_Forms.html. Projects should cover the number of years of experience required. Please refer to the License Classification Requirements in Part 3 for the number and type of projects required for each classification.

Please note, the projects for an A-General Engineering applicant should include the scope of at least five (5) type A sub-classifications. The projects for a B-1 General Commercial Contractor should include complete new commercial buildings or large remodels. The projects for a B-General Residential Contractor should include complete new buildings or large remodel projects.

Line-by-Line Instructions:

1. Qualifying Party Name: Enter the QP's name
2. Property/Home Owner Name: Enter the property or home owner(s) name(s)
3. Property Address: Enter the physical address of the project.
4. Mailing Address: Enter the mailing address of the property/home owner if the mailing address is different from the property address.
5. Job Description: Describe the duties you performed on the project
6. Date of Job: Enter the month and date the job started on the "from" line and the month and date the job ended on the "to" line.
7. Size: Enter the size of the project
8. Cost: Enter the cost of the project

The Verification Statement must be completed by the person verifying the project record.

1. Enter the Qualifying Party's name on the Name of Qualifying Party line.
2. Check the relationship between the verifier and Qualifying Party.
3. Enter the verifier's complete residential address
4. Enter the verifier's phone number, fax number and e-mail address
5. The verifier must print, sign and date the form before a notary public.

Qualifying Party Part 2: Examinations

Examinations are determined by the license classification for which the applicant is applying. Exams must be completed by the person who will act as the Qualifying Party as defined in A.R.S. § 32-1127 and taken not more than two (2) years before submitting the application.

The ROC has contracted with PSI to conduct its examination program. Please refer to the PSI website to check for the most updated testing information at www.psiexams.com. You may also contact PSI by phone at (800)-733-9267.

Qualifying Party Part 3: License Classification and Associated Application Requirements

Refer to the Arizona Registrar of Contractors Statutes and Rules for details concerning the scope of work allowed under each classification.

Exam Key

- B Business Management Exam
- T Trade Exam
- S Solar Exam
- W Arizona Department of Water Resources Trade Exam

Engineering Contracting

Required years of experience must be at Superintendent level or above.

Classification and Description		Minimum Years of Experience	Verified Number of Projects	Years of W-2s	Exam(s)	Solar Warranty Required
A-	General Engineering	4	5 new 5 maintenance	4	B, T	
A-4	Drilling	4	5 new 5 maintenance	4	B, W	
A-5	Excavating, Grading and Oil Surfacing	4	5 new 5 maintenance	4	B	
A-7	Piers and Foundations	4	5 new 5 maintenance	4	B, T	
A-9	Swimming Pools	4	5 new 5 maintenance	4	B, T	
A-11	Steel and Aluminum Erection	4	5 new 5 maintenance	4	B, T	
A-12	Sewers, Drains and Pipe Laying	4	5 new 5 maintenance	4	B, T	
A-14	Asphalt Paving	4	5 new 5 maintenance	4	B	
A-15	Seal Coating	2	5 new 5 maintenance	2	B	
A-16	Waterworks	4	5 new 5 maintenance	4	B, T, W	
A-17	Electrical and Transmission Lines	4	5 new 5 maintenance	4	B, T	
A-19	Swimming Pools, Including Solar	4	5 new 5 maintenance	4	B, T, S	Yes

General Commercial Contracting

Required years of experience must be at Superintendent level or above.

Classification and Description		Minimum Years of Experience	Verified Number of Projects	Years of W-2s	Exam(s)	Solar Warranty Required
B-1	General Commercial Contracting	4	2 new > 750k 3 new < 750k 5 maintenance	4	B, T	
B-2	General Small Commercial Contracting	4	5 new 5 maintenance	4	B, T	

Specialty Commercial Contracting

Required years of experience must be at Journeyman level or above.

Classification and Description		Minimum Years of Experience	Verified Number of Projects	Years of W-2s	Exam(s)	Solar Warranty Required
C-4	Boilers, Steamfitting and Process Piping	4	7 new 8 maintenance	4	B, T	
C-6	Swimming Pool Service and Repair	1	15 maintenance	1	B	
C-9	Concrete	4	7 new 8 maintenance	4	B, T	
C-11	Electrical	4	7 new 8 maintenance	4	B, T	
C-16	Fire Protection Systems	4	7 new 8 maintenance	4	B, T	
C-27	Lightweight Partitions	2	5 new 5 maintenance	2	B	
C-37	Plumbing	4	7 new 8 maintenance	4	B, T	
C-39	Air Conditioning and Refrigeration	4	7 new 8 maintenance	4	B, T	
C-49	Refrigeration	4	7 new 8 maintenance	4	B, T	
C-53	Water Well Drilling	2	5 new 5 maintenance	2	B, W	
C-58	Comfort Heating, Ventilating, Evaporative Cooling	2	5 new 5 maintenance	2	B, T	
C-74	Boilers, Steamfitting and Process Piping, Including Solar	4	10 new 5 solar	4	B, T, S	Yes
C-77	Plumbing Including Solar	4	10 new 5 solar	4	B, T, S	Yes

C-78	Solar Plumbing Liquid Systems Only	2	5 new 5 solar	2	B, T, S	Yes
C-79	Air Conditioning and Refrigeration, Including Solar	4	10 new 5 solar	4	B, T, S	Yes

General Residential Contracting

Required years of experience must be at Superintendent level or above.

Classification and Description		Minimum Years of Experience	Verified Number of Projects	Years of W-2s	Exam(s)	Solar Warranty Required
B-	General Residential Contractor	4	5 new 5 maintenance	4	B, T	
B-3	General Remodeling and Repair Contractor	4	10 (over \$25K)	4	B, T	
B-4	General Residential Engineering Contractor	4	5 new 5 maintenance	4	B, T	
B-5	General Swimming Pool Contractor	4	25 new pools	4	B, T	
B-6	General Swimming Pool Contractor, Including Solar	4	25 new pools 5 solar	4	B, T, S	Yes
B-10	Pre-Manufactured Spas and Hot Tubs	2	5 new 5 maintenance	2	B	

Specialty Residential Contracting

Required years of experience must be at Journeyman level or above.

Classification and Description		Minimum Years of Experience	Verified Number of Projects	Years of W-2s	Exam(s)	Solar Warranty Required
R-2	Excavating, Grading and Oil Surfacing	2	7 new 8 maintenance	2	B	
R-4	Boilers, Including Solar	4	10 new 5 solar	4	B, T, S	Yes
R-4R	Boilers	4	7 new 8 maintenance	4	B, T	
R-6	Swimming Pool Service and Repair	1	15 maintenance	1	B	
R-9	Concrete	4	7 new 8 maintenance	4	B, T	
R-11	Electrical	4	7 new 8 maintenance	4	B, T	
R-13	Asphalt Paving	4	5 new 5 maintenance	4	B, T	
R-16	Fire Protection	4	7 new 8 maintenance	4	B, T	
R-17	Structural Steel and Aluminum	4	5 new 5 maintenance	4	B, T	
R-22	House Moving	4	15	4	B	
R-37	Plumbing, Including Solar	4	10 new 5 solar	4	B, T, S	Yes
R-37R	Plumbing	4	7 new 8 maintenance	4	B, T	
R-39	Air Conditioning and Refrigeration, Including Solar	4	10 new 5 solar	4	B, T, S	Yes
R-39R	Air Conditioning and Refrigeration	4	7 new 8 maintenance	4	B, T	
R-53	Drilling	2	5 new 5 maintenance	2	B, W	
R-62	Minor Home Improvements	0	0	0	B	

General Dual Engineering Contracting

Required years of experience must be at Superintendent level or above.

Classification and Description		Minimum Years of Experience	Verified Number of Projects	Years of W-2s	Exam(s)	Solar Warranty Required
KA-	Dual Engineering	4	5 new 5 maintenance	4	B, T	
KA-5	Dual Swimming Pool Contractor	4	25 new	4	B, T	
KA-6	Dual Swimming Pool Contractor Including Solar	4	25 new pools 5 solar	4	B, T, S	Yes

General Dual License Contracting

Required years of experience must be at Superintendent level or above.

Classification and Description		Minimum Years of Experience	Verified Number of Projects	Years of W-2s	Exam(s)	Solar Warranty Required
KB-1	Dual Building Contractor	4	5 new 5 maintenance (over \$250K)	4	B, T	
KB-2	Dual Residential and Small Commercial	4	5 new 5 maintenance	4	B, T	

Specialty Dual License Contracting

Required years of experience must be at Journeyman level or above.

Classification and Description		Minimum Years of Experience	Verified Number of Projects	Years of W-2s	Exam(s)	Solar Warranty Required
CR-1	Acoustical Systems	2	5 new 5 maintenance	2	B	
CR-2	Excavating, Grading and Oil Surfacing	3	7 new 8 maintenance	3	B	
CR-3	Awnings, Canopies, Carports and Patio Covers	2	5 new 5 maintenance	2	B	
CR-4	Boilers, Steamfitting and Process Piping	4	7 new 8 maintenance	4	B, T	
CR-6	Swimming Pool Service and Repair	1	15 maintenance	1	B	
CR-7	Carpentry	4	7 new 8 maintenance	4	B, T	
CR-8	Floor Covering	2	5 new 5 maintenance	2	B, T	
CR-9	Concrete	4	7 new 8 maintenance	4	B, T	
CR-10	Drywall	2	5 new 5 maintenance	2	B	
CR-11	Electrical	4	7 new 8 maintenance	4	B, T	
CR-12	Elevators	4	7 new 8 maintenance	4	B, T	
CR-14	Fencing	3	7 new 8 maintenance	3	B	
CR-15	Blasting	4	5 new 5 maintenance	4	B, T	
CR-16	Fire Protection Systems	4	7 new 8 maintenance	4	B, T	
CR-17	Steel and Aluminum Erection	4	5 new 5 maintenance	4	B, T	
CR-21	Landscaping and Irrigation Systems	4	5 new 5 maintenance	4	B, T	
CR-24	Ornamental Metals	2	5 new 5 maintenance	2	B	
CR-29	Machinery (As restricted by Registrar)	2	5 new 5 maintenance	2	B	
CR-31	Masonry	4	7 new 8 maintenance	4	B, T	
CR-34	Painting and Wall Covering	2	5 new 5 maintenance	2	B, T	
CR-36	Plastering	3	7 new 8 maintenance	3	B	
CR-37	Plumbing	4	7 new 8 maintenance	4	B, T	
CR-38	Signs	3	7 new 8 maintenance	3	B	
CR-39	Air Conditioning, Refrigeration and Heating	4	7 new 8 maintenance	4	B, T	
CR-40	Insulation	2	5 new 5 maintenance	2	B	
CR-41	Septic Tanks and Systems	3	7 new 8 maintenance	3	B, T	
CR-42	Roofing	4	7 new 8 maintenance	4	B, T	
CR-45	Sheet Metal	2	5 new 5 maintenance	2	B	
CR-48	Ceramic, Plastic and Metal Tile	3	7 new 8 maintenance	3	B, T	

CR-53	Water Well Drilling	2	5 new 5 maintenance	2	B, W	
CR-54	Water Conditioning Equipment	2	5 new 5 maintenance	2	B	
CR-56	Welding	2	5 new 5 maintenance	2	B	
CR-57	Wrecking	3	7 new 8 maintenance	3	B	
CR-58	Comfort Heating, Ventilating, Evaporative Cooling	2	5 new 5 maintenance	2	B, T	
CR-60	Finish Carpentry	2	5 new 5 maintenance	2	B	
CR-61	Carpentry, Remodeling and Repairs	4	15 maintenance	4	B, T	
CR-62	Reinforcing Bar and Wire Mesh	4	7 new 8 maintenance	4	B, T	
CR-63	Appliances	2	5 new 5 maintenance	2	B	
CR-65	Glazing	3	7 new 8 maintenance	3	B, T	
CR-66	Seal Coating	2	7 new 8 maintenance	2	B	
CR-67	Low Voltage Communication Systems	2	5 new 5 maintenance	2	B, T	
CR-69	Asphalt Paving	4	5 new 5 maintenance	4	B	
CR-74	Boilers, Steamfitting and Process Piping, including Solar	4	10 new 5 solar	4	B, T, S	Yes
CR-77	Plumbing including Solar	4	10 new 5 solar	4	B, T, S	Yes
CR-78	Solar Plumbing Liquid Systems Only	2	5 new (solar) 5 maintenance (solar)	2	B, T, S	Yes
CR-79	Air Conditioning and Refrigeration including Solar	4	10 new 5 solar	4	B, T, S	Yes
CR-80	Sewers, Drains and Pipe Laying	4	5 new 5 maintenance	4	B, T	

Section 4: Wavier of Trade Examination

The Arizona Registrar of Contractor's may waive trade examinations for contractors licensed in another state in any category and classification equivalent to those of Arizona.

To be Eligible:

1. The applicant/qualifier shall have taken and passed an equivalent trade exam that led to the approval of a contractor's license.
2. The contractor's license must have been active and in good standing within the preceding five years.
3. The exam content and the license classification must be equivalent to the Arizona exam and license for which the exam waiver is being requested.

* The Business Management exam cannot be waived because it has reference to Arizona specific statutes and rules.

** The ROC cannot waive the Arizona Department of Water Resources Trade Examination required for the A-4, A-16, C-53, and R-53 license classifications.

Information to Submit with the Application:

1. A description of the scope of license classification from the jurisdiction where the trade exam was taken.
2. Proof of the passing tests results.
If you can't obtain proof of the passing test results, you may substitute a completed Trade Exam Verification Form.
3. A description of the exam content from the exam provider.
4. Proof of the license status and history from the other jurisdiction (e.g. state, county, city).
5. Sign and date the application (must be signed by the qualifying party seeking the waiver.)

Section 5: Additional Requirements for Commercial, Dual, Swimming Pool and Solar Licenses

Part 1: Commercial, Dual and Swimming Pool Licenses (Statement of Financial Condition)

Pursuant to A.R.S. § 32-1122, to obtain a contractor's license, other than a residential contractor's license, the applicant shall submit a detailed statement of current financial condition containing information required by the registrar of contractors on a form furnished by or acceptable to the registrar of contractors. Notwithstanding any other law, a swimming pool contractor shall also submit a detailed statement of current financial condition as required by this subsection.

The statement of financial condition can be met by either:

- a. Completing the financial statement in the application. Do not include dividers, folders, books, bound documents, etc., or
- b. Submitting audited and signed financial statements prepared by a CPA.

Part 2: Solar Licenses (Solar Energy Device Warranty)

Pursuant to A.R.S. § 44-1762, those who manufacture, furnish for installation, or install a solar energy device are required to provide consumers a written statement of (1) warranty, (2) responsibilities assumed or disclaimed and (3) performance data of the solar energy device and its components. The form of this statement is subject to approval by the Registrar of Contractors and a copy of the approved statement is to be kept on public file with the agency. Below are sample warranties.

Sample Solar Plumbing Warranty Statement

To: Solar (type of system) owner at (address)

From: (installation company)

Date: (date of installation)

RE: Solar (type of system) certification requirements

The warranty requirements for the "supplier" will stand as written as defined in the current (at time of sale) system test/certification documents (SRCC OG-300, OG-400, or equal).

The warranty requirements for the installation company will be as follows (this warranty supersedes all other warranties for the time periods stated):

- a). The installation company will provide a full parts and labor warranty for the entire system for two (2) years from date of installation.

Full parts and labor warranty includes, but is not limited to, any and all component failure(s), whether it is covered by the original manufacturer or not' any and all installation-related malfunction(s); any and all high-temperature problem(s) including those related to water quality. Any manufacturer's warranty (ies) are in addition to, not in lieu of, the installation warranty. Warranty is not required to cover problems resulting from exposure to harmful materials and chemicals, fire, flood, lightning, hurricane, tornado, hailstorm, earthquake, or other acts of God, vandalism, alteration of system by anyone not authorized by the installation company, or any other cause beyond the control of the installation company.

- b.) The installation company will provide a full parts and labor warranty against any and all freeze-damaged component(s) for five (5) years. This includes freeze damage due to water quality problems and component failures.

Note 1: Ambient temperatures below 4 degrees C (39 degrees F) can cause freeze damage to solar collectors, transport pipe and other system components. These cold temperatures and freezing conditions are common throughout the state of Arizona and are not considered an act of God. All freeze damaged system components are subject to the freeze warranty as specified above.

Note 2: The freeze protection on some system types can be accidentally disabled by the user. Since this condition is intrinsic in the system design, and therefore can be predicted, freeze damage due to accidental disabling by the user is not cause for indemnification of the installing company. The installation company is specifically responsible for any freeze damage due to accidental disabling of the freeze protection.

Note 3: The freeze protection on some system types can be rendered less effective or completely useless due to electric power failures at the system site. Since this condition is intrinsic in the system design, freeze damage due to lack of electric power at the system site is not cause for indemnification of the installing

company. The installing company is specifically responsible for any damage due to electric power failure at the system site.

Sample Solar Electric/Device Warranty Statement

To: Solar (type of system) owner at (address)

From: (installation company)

Date: (date of installation)

RE: Solar (type of system) certification requirements

The warranty requirements for the installation company will be as follows (this warranty supersedes all other warranties for the time periods stated):

a) The installation company will provide a full parts and labor warranty for the entire system for two (2) years from date of installation.

Full parts and labor warranty includes, but is not limited to, any and all component failure(s), whether it is covered by the original manufacturer or not, and any and all installation-related malfunction(s). Any manufacturer's warranty(ies) are in addition to, not in lieu of, the installation warranty. Warranty is not required to cover problems resulting from exposure to harmful materials and chemical, fire, flood, lightning, hurricane, tornado, hailstorm, earthquake, or other acts of God, vandalism, alteration of system by anyone not authorized by the installation company, or any other cause beyond the control of the installation company.

Section 6: Fees

The fees for a contractor's license depend on the license classification for which you are applying. The appropriate fees must be submitted with the license application. Make money orders or checks payable to the Registrar of Contractors. In addition, cash, credit and debit cards are accepted in person.

A license is issued for two years and must be renewed biennially with the required renewal fees on the anniversary month of original issuance. A renewal notice will be mailed to the mailing address of the applicant (licensee).

In addition to the bonds discussed in Section 2 of these Instructions, A.R.S. § 32-1152(C) requires residential contractors provide an additional \$200,000 for consumer protection. This protection may be established by (a) furnishing a \$200,000 surety bond or cash deposit, or (b) paying the required assessment to participate in the Recovery Fund.

The table below shows:

- The “Application Fee” which is the non-refundable amount to process the application;
- The “License Fee” which is the amount for the license;
- The “Recovery Fund Assessment” which is the amount to participate in the recovery fund; and
- The “Total” which is the total amount from all three columns.

Classification	Application Fee	License Fee	Recovery Fund Assessment*	Total
General Commercial (A,B)	\$200	\$580	\$0	\$780
Specialty Commercial (C)	\$100	\$480	\$0	\$580
General Residential (B)	\$180	\$320	\$370	\$870
Specialty Residential (R)	\$80	\$270	\$370	\$720
General Dual (KA,KB,KE,KO)	\$200	\$480	\$370	\$1,050
Specialty Dual (CR)	\$100	\$380	\$370	\$850

* For Residential and Dual License classifications, pay the amount in the “Total” column if you are choosing to participate in the Recovery Fund; or pay the amounts in the “Application Fee” and “License Fee” columns if you are choosing to post your own \$200,000 surety bond or cash deposit. Applicants not participating in the Recovery Fund must provide proof of bond with the license application.

Section 7: I'm Licensed, Now What? Helpful Hints to Maintain Your License

- The license is nontransferable (A.R.S. §32-1124).
- The license number shall be preceded by the acronym “ROC” and shall be posted in a conspicuous place on premises where any work is being performed and on all written bids, advertising, letterheads and any other documents used by the licensee (A.R.S. §32-1124).
- Notify the ROC within 30 days of any change in address (A.R.S. §32-1122). However, we strongly suggest you notify the ROC **immediately** of any change in address. All correspondence from the ROC will be mailed to the mailing address for all licenses held by the applicant. If a Citation is issued against your license, it will be mailed to your address of record (or mailing address). You will have 15 days from the date the Citation is mailed to file your written answer with the ROC. Failure to answer within 15 days shall be deemed an admission by the licensee of the charges made by the complainant, and the ROC may suspend or revoke the license.
 - Failure to update your mailing address (address of record) and therefore not receiving the renewal form in the mail is not a justifiable excuse for late renewal of a license.
 - Failure to update your mailing address (address of record) is not an excuse for not responding to a Citation.
- Notify the ROC within 30 days of any change in officers, directors, managers or members (A.R.S. §32-1122).
- Notify the ROC immediately of any transfer of ownership of 50% or more of a Corporation or Limited Liability Company (A.R.S. §32-1151.01).
- The license must have a bond in full force and effect at all times (A.R.S. §32-1152).
- License renewal is every 2 years. Make sure the 2 page renewal application is completed and all questions have been answered (A.R.S. §32-1123.01).
- Maintain your Arizona Department of Revenue Transaction Privilege Tax (TPT) number; you must provide this at the time of renewal (A.R.S. §42-2003).
- Keep your Corporation or LLC in Good Standing with the Arizona Corporation Commission.
- Check the Registrar of Contractor's website often to verify your license is in good standing. The ROC does not notify you of the following Administrative Suspensions:
 - Lack of Bond
 - Lack of Qualifying Party
 - Non-Renewal
 - Corporate Status

Section 8: Glossary of Terms

Glossary of Terms

Cancel	A voluntary written request to terminate a license. Once cancelled, you must re-apply for a new license if you wish to have a contractors' license.
DBA	An acronym for 'Doing Business As', is a business filing which declares that an individual, business or organization is operating a business under a name other than his/her birth name or legal business name. If using a DBA, you must advertise both your legal entity name and your DBA. R4-9-109 A.
Expired	After 1 year of suspension for non-renewal, the license will expire. Once expired, you must re-apply for a new license if you wish to have a contractors' license.
Foreman	Overseer of a specific trade or construction project who is in charge of a group of workers and usually responsible to the superintendent or manager.
Inactive	A request to place a license on a hold status for up to 5 years. This can be done twice within the lifetime of the license. You cannot contract during the inactive period. Commonly referred to 'put on a shelf' or 'put on hold'.
Journeyman	A skilled worker competent in the trade usually served as an apprentice to learn the skill.
Letter of Verification	Verifications should be signed and should be from contractors, sub-contractors, property/home owners, building inspectors, employers or anyone with first-hand knowledge of your experience, other than family members.
Maintenance projects	Remodel, improvement or repair to existing buildings, structures or systems
Name Change	Adding or removing a DBA (Doing Business As) name or changing the Corporate or LLC name via an amendment at the Arizona Corporation Commission. If you have changed entities, you must re-apply for a new license.
New projects	New buildings, structures or systems.
Practical or Management trade experience	In the registrar's opinion custom and usage of industries or crafts require from two to four years laborer or apprenticeship prior to be considered at journey or practical experience level. Industries require four to six years journeyman or foreman to be considered at superintendent level. A person with a four year degree in construction management from an accredited college or university may be considered as having up to two years superintendent level experience. Technical classes from an accredited trade school or college may be considered as experience equivalent to the class room hours.
Projects	Construction phase of buildings or improvements.
Re-apply	Submit an application for approval again.
Reinstate	A request to make an inactive license current.
Renew	A license must be renewed every 2 years by submitting an application for renewal. Failure to renew timely will result in an administrative suspension and a \$50 late fee. If a license has been suspended for failure to renew for one year, the license will expire. A.R.S. §32-1125 A and B.
Return	An application that was not accepted.
Superintendent	Contractor representative at the work site responsible for continuous field supervision, coordination and completion of the work.

Suspension <i>Administrative</i>	<p>A licensee cannot perform any contracting services while <i>administratively</i> suspended.</p> <ul style="list-style-type: none"> • Lack of Bond • Lack of Qualifying Party • Non-Renewal • A.R.S §32.1124 (F) 1, 2, or 3 • Recovery Fund Payout • Corporate Status
Suspension <i>Disciplinary</i>	<p>After suspension of the license pursuant to the provisions of A.R.S. §32-1154, the licensee may perform without compensation, warranty work or other corrective work.</p> <ul style="list-style-type: none"> • Warranty work using own employees for NO compensation. • Supervise sub-contractors doing warranty work for NO compensation. • Do corrective or repair work ordered by R.O.C. for NO compensation <p>NOTE: If license is Administratively Suspended in addition to a Disciplinary Suspension NO work may be performed.</p>
Withdraw	A voluntary written request to stop the application process.

Receipt No.
Fees
Class

STATE OF ARIZONA
REGISTRAR OF CONTRACTORS
APPLICATION FOR CONTRACTOR'S LICENSE

For ROC use only

Part 1: Applicant Information

1. Name of Applicant/Company Name		2. Fictitious Trade Name (i.e. DBA)	
3. Classification Requested (Classification / Description)			
4. Business will operate as a Limited Liability Company Corporation Partnership Individual (File Number) # # #			
<i>Please include with your application a copy of the applicable business formation documents and latest annual filings (i.e. Articles of Organization, Articles of Incorporation, Annual Disclosure Statement, or Partnership Agreement).</i>			
5. Federal Tax Identification Number (TIN)		6. Arizona Transaction Privilege Tax Number (TPT)	
7. Business Address Street Address (No PO Boxes or PMBs)		City	State Zip
8. Mailing Address (Address of Record) Street Address (or PO Box)		City	State Zip
9. Phone Number		10. Email	
11. I would like to receive email notification when my license is due for renewal. YES NO			
12. Workers' Compensation: Check the box that indicates how the applicant will comply with the Arizona Workers' Compensation Act.			
A. Insuring and keeping insured the payment of such compensation with an insurance carrier authorized by the director of insurance to write workers' compensation insurance in this state pursuant to A.R.S. § 23-961(A). <i>Please attach a copy of the certificate or insurance statement.</i>			
B. Having a "Resolution of Authorization" from the Industrial Commission of Arizona to act as a self-insurer for payment of Workers' Compensation benefits to its employees pursuant to A.R.S. §§ 23-961(A) & 23-961.01. <i>Please attach a copy of the certificate or insurance statement.</i>			
C. Being exempt from the statutes or rules governing Workers' Compensation by being self-employed and not employing workers. <i>Please attach a copy of the employee's notice of rejection form.</i>			
By signing below, I certify under penalty of perjury that the business listed on this application meets the Workers' Compensation Insurance requirement(s) indicated in question 12. Additionally, by signing below I acknowledge that the Mailing Address listed in question 7 and the persons named on the attached Personnel Information pages, except for any qualifying person who is an employee only, are the personnel for all other ROC license(s) of this applicant.			
Printed Name		Signature	Title

Part 2: Cancellation of Existing ROC License(s) Upon Issuance of New License

13. I hereby request the cancellation of the following license(s) upon issuance of this new license. Licenses will only be cancelled if signed by an owner, partner, member, manager, officer, or director of the licensed entity.			
ROC License #	License Name	ROC License #	License Name
Printed Name	Signature	Title	

Part 3: Personnel Information (Qualifying Party)

14. First Name		Middle Name		Last Name	
15. Date of Birth	16. Government ID State / Number (Please enclose a copy)			17. Social Security Number	
18. Residential Address		Street Address		City	State Zip
19. Ownership Percent	20. Title or Position (Member, Manager, Partner, Shareholder, Director, Officer, Employee)				
21. Have you ever received a citation for contracting without a license?					<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, when and where _____					
22. Have you ever been on a contractor's license issued by Arizona or any other state? If necessary, use additional pages to indicate all previous licenses.					<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, state _____ license status _____ license # _____					
license name _____ license class _____					
23. Have any of the licenses listed in question 22 ever been suspended, revoked or otherwise disciplined?					<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, which license(s) _____ what is/are the current license status(es) _____					
what was the cause of the discipline _____					
24. Have you filed a petition for bankruptcy protection within the last 7 years under your individual name or on behalf of any business entity? (I understand that filing for bankruptcy is not grounds for the denial, suspension, or revocation of a contractor's license.)					<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>If yes, attach complete copies of the petition(s), docket report(s), all schedules and statements including Schedules E and F, the discharge order(s), and confirmed plans where applicable.</i>					
25. Have you completed the criminal background check during the last 4 – 60 days? (Include a copy of receipt)					<input type="checkbox"/> YES <input type="checkbox"/> NO
26. Have you ever been convicted of a felony or a misdemeanor, or currently have a felony charge pending? (Use additional paper if needed)					<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, when _____ what charge _____ which court _____					
<i>You are still required to answer "YES" if a conviction has been vacated, pardoned, expunged, dismissed, appealed, listed as undesignedated or otherwise reduced or your civil rights have been restored.</i>					
27. Are you, or any business of which you are an owner, currently delinquent in payment of any of the following: state or federal income taxes, payroll withholding, social security, unemployment or workers' compensation?					<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>If yes, attach a detailed explanation and provide a payment schedule, if applicable and Certificate of Good Standing from the Arizona Department of Revenue.</i>					

I certify that I have reviewed the entire contents of this application and all statements, answers, and representations made in this application, including all supplementary statements attached hereto, are true and accurate. I understand that falsification of any information on this application is a violation of the Arizona Criminal Code in Arizona Revised Statutes, Title 13, Chapter 27. I understand that pursuant to A.R.S. §§ 32-1154(A)(5)(19) & 32-1122(D) providing false information is cause for denial of this application and cause for discipline of ROC licenses.

I acknowledge that I am a Person named on this license for the purposes and duties of all Registrar statutes and rules, including, but not limited to, A.R.S. §§ 32-1122, 32-1139(B) & 32-1154. These purposes and duties include violations arising out of or relating to agreements that were entered into, monies received, or work performed while I am named on this license. I understand that because A.R.S. § 32-1155(A) establishes a two-year period for the filing of complaints, these purposes and duties continue for up to two years after I disassociate from this license.

By Submission of this application, I consent to a criminal background investigation pursuant to A.R.S. § 32-1122(H).

Printed Name	Signature	Date
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Part 4: Personnel Information (All Other Persons or Entities, Not Qualifying Party)

14. First Name		Middle Name		Last Name	
15. Date of Birth	16. Government ID State / Number (Please enclose a copy)			17. Social Security Number	
18. Residential Address		Street Address		City	State
					Zip
19. Ownership Percent	20. Title or Position (Member, Manager, Partner, Shareholder, Director, Officer, Employee)				
21. Have you ever received a citation for contracting without a license?					<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, when and where _____					
22. Have you ever been on a contractor's license issued by Arizona or any other state? If necessary, use additional pages to indicate all previous licenses.					<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, state _____ license status _____ license # _____					
license name _____ license class _____					
23. Have any of the licenses listed in question 22 ever been suspended, revoked or otherwise disciplined?					<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, which license(s) _____ what is/are the current license status(es) _____					
what was the cause of the discipline _____					
24. Have you filed a petition for bankruptcy protection within the last 7 years under your individual name or on behalf of any business entity? (I understand that filing for bankruptcy is not grounds for the denial, suspension, or revocation of a contractor's license.)					<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>If yes, attach complete copies of the petition(s), docket report(s), all schedules and statements including Schedules E and F, the discharge order(s), and confirmed plans where applicable.</i>					
25. Have you completed the criminal background check during the last 4 – 60 days? (Include a copy of receipt)					<input type="checkbox"/> YES <input type="checkbox"/> NO
26. Have you ever been convicted of a felony or a misdemeanor, or currently have a felony charge pending? (Use additional paper if needed)					<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, when _____ what charge _____ which court _____					
<i>You are still required to answer "YES" if a conviction has been vacated, pardoned, expunged, dismissed, appealed, listed as undesignated or otherwise reduced or your civil rights have been restored.</i>					
27. Are you, or any business of which you are an owner, currently delinquent in payment of any of the following: state or federal income taxes, payroll withholding, social security, unemployment or workers' compensation?					<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>If yes, attach a detailed explanation and provide a payment schedule, if applicable and Certificate of Good Standing from the Arizona Department of Revenue.</i>					

I certify that I have reviewed the entire contents of this application and all statements, answers, and representations made in this application, including all supplementary statements attached hereto, are true and accurate. I understand that falsification of any information on this application is a violation of the Arizona Criminal Code in Arizona Revised Statutes, Title 13, Chapter 27. I understand that pursuant to A.R.S. §§ 32-1154(A)(5)(19) & 32-1122(D) providing false information is cause for denial of this application and cause for discipline of ROC licenses.

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By Submission of this application, I consent to a criminal background investigation pursuant to A.R.S. § 32-1122(H).

Printed Name	Signature	Date
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ARIZONA REGISTRAR OF CONTRACTORS



1700 W. Washington St., Suite 105 • Phoenix AZ 85007-2812 • 602-542-1525 • AZ Toll Free 877-692-9762 • Fax 602-542-1599

Douglas A Ducey, Governor

William A. Mundell, Director

PROJECT/EXPERIENCE VERIFICATION INSTRUCTIONS

A.R.S. § 32-1122(F) requires a qualifying party have a minimum number of years' experience with the type of construction performed by the license for which the applicant is applying. The registrar may waive the work experience documentation if the qualifying party is currently, or has previously been, a qualifying party for the applicable license classification within the preceding five years.

The ROC verifies experience by applicants submitting documentation of (a) project experience, and (b) employment experience.

General Information

- Providing proof of adequate experience ensures a timely review of the application. Inadequate project or experience verifications may result in the ROC being unable to confirm the required experience, and a delay of your license application until the required information is received.
- Family members should not be used as verifiers.
- The qualifying party's portion of the verification forms should be completed prior to sending the forms to individuals providing verification.
- Forms should not be altered after the verification is completed. Modified forms may be rejected.
- The ROC may contact individuals verifying the experience.
- A separate form should be submitted for each project and for each person verifying experience. Additional forms are available on the ROC website at <http://www.azroc.gov/Forms.html>.
- Type or print legibly in black or blue ink.

Instructions

Refer to the License Classification Requirements for the number of projects and number of years' experience required for each license classification.

Project Verifications

- Complete and submit the number of Project Verification Forms required for the license classification being sought (please provide the new and/or maintenance projects noted).
- The projects submitted should span the number of years of the experience required for the license classification being sought.

Experience Verifications

- Complete and submit Experience Verification Forms spanning the number of years of the experience required for the license classification being sought.
- Provide proof of employment history (e.g. copies of W-2's, 1099s, I-9s, K-9s, R2d2s, etc.).
- Technical training, diplomas and/or certifications may be submitted to substantiate experience.

Project and Experience Verification Forms for applicants applying for General Contracting license classifications should demonstrate experience for the full scope of the license (including construction that the general contractor can perform or subcontract to a licensed specialty contractor).

Project Verification Form

Mail To: Registrar of Contractors
P.O. Box 6688
Phoenix, AZ 85005-6688



Part 1: Information to be Completed by the Qualifying Party

Qualifying Party's Name (Last, First, Middle)		Project Name	
Project Address		City	State Zip
Date Project Began	Date Project Ended	Project Size (e.g. building size, lot size)	Project Contract Price

Instructions for Person Providing Verification:

1. Complete the information requested below (including having your signature notarized).
2. Return this Project Verification Form to the qualifying party.

Part 2: Information to be Completed by Person Providing Verification

Verifier's Name (Last, First, Middle)			
Verifier's Mailing Address		City	State Zip
Verifier's Phone Number	Verifier's Email		Verifier's Fax
Verifier's Role for this Project			
<input type="checkbox"/>	Journeyman	<input type="checkbox"/>	Superintendent
<input type="checkbox"/>	Foreman	<input type="checkbox"/>	Property Owner
Contractor (list license # and classification)			
Other (please describe):			
Qualifying Party's Duties on this Project			
<i>I certify that I have direct knowledge of this qualifying party's work covering the time period outlined above. I certify that I have reviewed the entire contents of this verification form and the information provided is true and accurate. I understand that providing false information is a violation of the Arizona Criminal Code in Arizona Revised Statutes, Title 13, Chapter 27.</i>			
Printed Name		Signature	Date

Subscribed and sworn to me on the ____ day of _____, 20____ [Notary Seal]

Notary Public

Experience Verification Form

Mail To: Registrar of Contractors
P.O. Box 6688
Phoenix, AZ 85005-6688



Part 1: Information to be Completed by the Qualifying Party

Qualifying Party's Name (Last, First, Middle)		Business Name of Employer				
State Where Employer is Licensed		Employer's Contractor License Number		Employer's License Classification		
Employer's Mailing Address		City		State	Zip	
Date Employment Began		Date Employment Ended		Duration of Employment (Years / Months)		
				Average Hours Worked Each Week		
Verifying Person Was My		Positions Held With this Employer				
<input type="checkbox"/>	Employer	<input type="checkbox"/>	Apprentice	Duration (Years / Months)	Projects #	Size of Projects (From / To)
<input type="checkbox"/>	Project Manager	<input type="checkbox"/>	Journeyman	Duration (Years / Months)	Projects #	Size of Projects (From / To)
<input type="checkbox"/>	Foreman / Supervisor	<input type="checkbox"/>	Foreman	Duration (Years / Months)	Projects #	Size of Projects (From / To)
<input type="checkbox"/>	Employee	<input type="checkbox"/>	Superintendent	Duration (Years / Months)	Projects #	Size of Projects (From / To)
<input type="checkbox"/>	Client / Customer	<input type="checkbox"/>	Project Manager	Duration (Years / Months)	Projects #	Size of Projects (From / To)
	Other (please describe):		Other (please describe):	Duration (Years / Months)	Projects #	Size of Projects (From / To)
Description of main duties:						

Instructions for Person Providing Verification:

1. Complete the information requested below (including having your signature notarized).
2. Return this Experience Verification Form to the qualifying party.

Part 2: Information to be Completed by Person Providing Verification

Verifier's Mailing Address		City		State	Zip
Verifier's Phone Number		Verifier's Email		Verifier's Fax	
<i>I certify that I have direct knowledge of this qualifying party's work covering the time period outlined above. I certify that I have reviewed the entire contents of this verification form and the information provided is true and accurate. I understand that providing false information is a violation of the Arizona Criminal Code in Arizona Revised Statutes, Title 13, Chapter 27.</i>					
Printed Name		Signature		Date	

Subscribed and sworn to me on the _____ day of _____, 20____ [Notary Seal]

Notary Public

Engineering Contracting

Required years of experience must be at Superintendent level or above.

Classification and Description		Minimum Years of Experience	Verified Number of Projects	Years of W-2s	Exam(s)	Solar Warranty Required
A-	General Engineering	4	5 new 5 maintenance	4	B, T	
A-4	Drilling	4	5 new 5 maintenance	4	B, W	
A-5	Excavating, Grading and Oil Surfacing	4	5 new 5 maintenance	4	B	
A-7	Piers and Foundations	4	5 new 5 maintenance	4	B, T	
A-9	Swimming Pools	4	5 new 5 maintenance	4	B, T	
A-11	Steel and Aluminum Erection	4	5 new 5 maintenance	4	B, T	
A-12	Sewers, Drains and Pipe Laying	4	5 new 5 maintenance	4	B, T	
A-14	Asphalt Paving	4	5 new 5 maintenance	4	B	
A-15	Seal Coating	2	5 new 5 maintenance	2	B	
A-16	Waterworks	4	5 new 5 maintenance	4	B, T, W	
A-17	Electrical and Transmission Lines	4	5 new 5 maintenance	4	B, T	
A-19	Swimming Pools, Including Solar	4	5 new 5 maintenance	4	B, T, S	Yes

General Commercial Contracting

Required years of experience must be at Superintendent level or above.

Classification and Description		Minimum Years of Experience	Verified Number of Projects	Years of W-2s	Exam(s)	Solar Warranty Required
B-1	General Commercial Contracting	4	5 new 5 maintenance (over \$250K)	4	B, T	
B-2	General Small Commercial Contracting	4	5 new 5 maintenance	4	B, T	

Specialty Commercial Contracting

Required years of experience must be at Journeyman level or above.

Classification and Description		Minimum Years of Experience	Verified Number of Projects	Years of W-2s	Exam(s)	Solar Warranty Required
C-4	Boilers, Steamfitting and Process Piping	4	7 new 8 maintenance	4	B, T	
C-6	Swimming Pool Service and Repair	1	15 maintenance	1	B	
C-9	Concrete	4	7 new 8 maintenance	4	B, T	
C-11	Electrical	4	7 new 8 maintenance	4	B, T	
C-16	Fire Protection Systems	4	7 new 8 maintenance	4	B, T	
C-27	Lightweight Partitions	2	5 new 5 maintenance	2	B	
C-37	Plumbing	4	7 new 8 maintenance	4	B, T	
C-39	Air Conditioning and Refrigeration	4	7 new 8 maintenance	4	B, T	
C-49	Refrigeration	4	7 new 8 maintenance	4	B, T	
C-53	Water Well Drilling	2	5 new 5 maintenance	2	B, W	
C-58	Comfort Heating, Ventilating, Evaporative Cooling	2	5 new 5 maintenance	2	B, T	
C-74	Boilers, Steamfitting and Process Piping, Including Solar	4	10 new 5 solar	4	B, T, S	Yes
C-77	Plumbing Including Solar	4	10 new 5 solar	4	B, T, S	Yes

C-78	Solar Plumbing Liquid Systems Only	2	5 new 5 solar	2	B, T, S	Yes
C-79	Air Conditioning and Refrigeration, Including Solar	4	10 new 5 solar	4	B, T, S	Yes

General Residential Contracting

Required years of experience must be at Superintendent level or above.

Classification and Description		Minimum Years of Experience	Verified Number of Projects	Years of W-2s	Exam(s)	Solar Warranty Required
B-	General Residential Contractor	4	5 new 5 maintenance	4	B, T	
B-3	General Remodeling and Repair Contractor	4	10 (over \$25K)	4	B, T	
B-4	General Residential Engineering Contractor	4	5 new 5 maintenance	4	B, T	
B-5	General Swimming Pool Contractor	4	25 new pools	4	B, T	
B-6	General Swimming Pool Contractor, Including Solar	4	25 new pools 5 solar	4	B, T, S	Yes
B-10	Pre-Manufactured Spas and Hot Tubs	2	5 new 5 maintenance	2	B	

Specialty Residential Contracting

Required years of experience must be at Journeyman level or above.

Classification and Description		Minimum Years of Experience	Verified Number of Projects	Years of W-2s	Exam(s)	Solar Warranty Required
R-2	Excavating, Grading and Oil Surfacing	2	7 new 8 maintenance	2	B	
R-4	Boilers, Including Solar	4	10 new 5 solar	4	B, T, S	Yes
R-4R	Boilers	4	7 new 8 maintenance	4	B, T	
R-6	Swimming Pool Service and Repair	1	15 maintenance	1	B	
R-9	Concrete	4	7 new 8 maintenance	4	B, T	
R-11	Electrical	4	7 new 8 maintenance	4	B, T	
R-13	Asphalt Paving	4	5 new 5 maintenance	4	B, T	
R-16	Fire Protection	4	7 new 8 maintenance	4	B, T	
R-17	Structural Steel and Aluminum	4	5 new 5 maintenance	4	B, T	
R-22	House Moving	4	15	4	B	
R-37	Plumbing, Including Solar	4	10 new 5 solar	4	B, T, S	Yes
R-37R	Plumbing	4	7 new 8 maintenance	4	B, T	
R-39	Air Conditioning and Refrigeration, Including Solar	4	10 new 5 solar	4	B, T, S	Yes
R-39R	Air Conditioning and Refrigeration	4	7 new 8 maintenance	4	B, T	
R-53	Drilling	2	5 new 5 maintenance	2	B, W	
R-62	Minor Home Improvements	0	0	0	B	

General Dual Engineering Contracting

Required years of experience must be at Superintendent level or above.

Classification and Description		Minimum Years of Experience	Verified Number of Projects	Years of W-2s	Exam(s)	Solar Warranty Required
KA-	Dual Engineering	4	5 new 5 maintenance	4	B, T	
KA-5	Dual Swimming Pool Contractor	4	25 new	4	B, T	
KA-6	Dual Swimming Pool Contractor Including Solar	4	25 new pools 5 solar	4	B, T, S	Yes

General Dual License Contracting

Required years of experience must be at Superintendent level or above.

Classification and Description		Minimum Years of Experience	Verified Number of Projects	Years of W-2s	Exam(s)	Solar Warranty Required
KB-1	Dual Building Contractor	4	5 new 5 maintenance (over \$250K)	4	B, T	
KB-2	Dual Residential and Small Commercial	4	5 new 5 maintenance	4	B, T	

Specialty Dual License Contracting

Required years of experience must be at Journeyman level or above.

Classification and Description		Minimum Years of Experience	Verified Number of Projects	Years of W-2s	Exam(s)	Solar Warranty Required
CR-1	Acoustical Systems	2	5 new 5 maintenance	2	B	
CR-2	Excavating, Grading and Oil Surfacing	3	7 new 8 maintenance	3	B	
CR-3	Awnings, Canopies, Carports and Patio Covers	2	5 new 5 maintenance	2	B	
CR-4	Boilers, Steamfitting and Process Piping	4	7 new 8 maintenance	4	B, T	
CR-6	Swimming Pool Service and Repair	1	15 maintenance	1	B	
CR-7	Carpentry	4	7 new 8 maintenance	4	B, T	
CR-8	Floor Covering	2	5 new 5 maintenance	2	B, T	
CR-9	Concrete	4	7 new 8 maintenance	4	B, T	
CR-10	Drywall	2	5 new 5 maintenance	2	B	
CR-11	Electrical	4	7 new 8 maintenance	4	B, T	
CR-12	Elevators	4	7 new 8 maintenance	4	B, T	
CR-14	Fencing	3	7 new 8 maintenance	3	B	
CR-15	Blasting	4	5 new 5 maintenance	4	B, T	
CR-16	Fire Protection Systems	4	7 new 8 maintenance	4	B, T	
CR-17	Steel and Aluminum Erection	4	5 new 5 maintenance	4	B, T	
CR-21	Landscaping and Irrigation Systems	4	5 new 5 maintenance	4	B, T	
CR-24	Ornamental Metals	2	5 new 5 maintenance	2	B	
CR-29	Machinery (As restricted by Registrar)	2	5 new 5 maintenance	2	B	
CR-31	Masonry	4	7 new 8 maintenance	4	B, T	
CR-34	Painting and Wall Covering	2	5 new 5 maintenance	2	B, T	
CR-36	Plastering	3	7 new 8 maintenance	3	B	
CR-37	Plumbing	4	7 new 8 maintenance	4	B, T	
CR-38	Signs	3	7 new 8 maintenance	3	B	
CR-39	Air Conditioning, Refrigeration and Heating	4	7 new 8 maintenance	4	B, T	
CR-40	Insulation	2	5 new 5 maintenance	2	B	
CR-41	Septic Tanks and Systems	3	7 new 8 maintenance	3	B, T	
CR-42	Roofing	4	7 new 8 maintenance	4	B, T	
CR-45	Sheet Metal	2	5 new 5 maintenance	2	B	
CR-48	Ceramic, Plastic and Metal Tile	3	7 new 8 maintenance	3	B, T	

CR-53	Water Well Drilling	2	5 new 5 maintenance	2	B, W	
CR-54	Water Conditioning Equipment	2	5 new 5 maintenance	2	B	
CR-56	Welding	2	5 new 5 maintenance	2	B	
CR-57	Wrecking	3	7 new 8 maintenance	3	B	
CR-58	Comfort Heating, Ventilating, Evaporative Cooling	2	5 new 5 maintenance	2	B, T	
CR-60	Finish Carpentry	2	5 new 5 maintenance	2	B	
CR-61	Carpentry, Remodeling and Repairs	4	15 maintenance	4	B, T	
CR-62	Reinforcing Bar and Wire Mesh	4	7 new 8 maintenance	4	B, T	
CR-63	Appliances	2	5 new 5 maintenance	2	B	
CR-65	Glazing	3	7 new 8 maintenance	3	B, T	
CR-66	Seal Coating	2	7 new 8 maintenance	2	B	
CR-67	Low Voltage Communication Systems	2	5 new 5 maintenance	2	B, T	
CR-69	Asphalt Paving	4	5 new 5 maintenance	4	B	
CR-74	Boilers, Steamfitting and Process Piping, including Solar	4	10 new 5 solar	4	B, T, S	Yes
CR-77	Plumbing including Solar	4	10 new 5 solar	4	B, T, S	Yes
CR-78	Solar Plumbing Liquid Systems Only	2	5 new (solar) 5 maintenance (solar)	2	B, T, S	Yes
CR-79	Air Conditioning and Refrigeration including Solar	4	10 new 5 solar	4	B, T, S	Yes
CR-80	Sewers, Drains and Pipe Laying	4	5 new 5 maintenance	4	B, T	



ARIZONA REGISTRAR OF CONTRACTORS



1700 W. Washington St., Suite 105 • Phoenix AZ 85007-2812 • 602-542-1525 • AZ Toll Free 877-692-9762 • Fax 602-542-1599

Douglas A. Ducey, Governor

William A. Mundell, Director

APPLICATION TO WAIVE A TRADE EXAM

Instructions:

Passing a trade exam is one of the requirements necessary to be approved for a contractor's license. A trade exam helps the ROC assess whether an applicant has the knowledge required to perform the type of work authorized by a license. However, pursuant to R4-9-106(D) the Registrar may decide to waive the trade exam requirement under specific circumstances.

R4-9-106(D): "...the Registrar may decide a trade exam is not required where the qualifying party has been the qualifying party within the preceding five years for a license in good standing in the same classification in this state, or a classification the Registrar deems comparable in another state."

To be eligible to waive the trade exam:

- The applicant/qualifier shall have taken and passed an equivalent trade exam that led to the approval of a contractor's license.
- The contractor's license must have been active and in good standing within the preceding five years.
- The exam content and the license classification must be equivalent to the Arizona exam and license for which the exam waiver is being requested.

** The Business Management exam cannot be waived because it has reference to Arizona specific statutes and rules.*

*** The ROC cannot waive the Arizona Department of Water Resources Trade Examination required for the A-4, A-16, C-53, R-53 and CR-53 license classifications.*

To request waiver of the trade exam each of the following must be submitted with the application:

- A description of the scope of license classification from the jurisdiction where the trade exam was taken.
- Proof of the passing tests results.
 - If you can't obtain proof of the passing test results, you may substitute a completed Trade Exam Verification Form.
- A description of the exam content from the exam provider.
- Proof of the license status and history from the other jurisdiction (e.g. state, county, city).
- Sign and date the application (must be signed by the qualifying party seeking the waiver).

Waiver of Trade Examination Form

Mail To:
Registrar of Contractors
P.O. Box 6688
Phoenix, AZ 85005-6688



Please type or print in black ink	
Name on License Application	License Classification Being Applied For
Total Number of Years Licensed	License Classification in Other State
<i>Pursuant to Rule 4-9-106, I request the ROC waive the trade exam for the accompanying license application. I certify that I meet the eligibility requirements established in this rule. I also certify that I am providing with this application the information required to review this request, as listed in the instructions. I understand that waiver of the trade exam does not waive review of my experience nor does it guarantee approval of the license application.</i>	
Printed Name	Title
Signature	Date

Departmental Use Only

State of Waiver of Trade Examination: _____

Approved Date: _____

Approved By: _____

Trade Exam Verification Form



Instructions for the Applicant:

1. Complete the information requested below.
2. Send this verification form to the state that will verify your license and exam history.
3. Do not alter the verification form returned from the verifying state.
4. Enclose with your license application the verification form filled out by the verifying state.

Information to be Completed by Applicant			
Name of Applicant		Applying for Arizona License Classification	
Street Address	City	State	Zip
Name of Qualifying Individual (Last, First, Middle)		Social Security Number of Qualifying Individual	
State Providing Verification	License Number from Verifying State	License Classification from Verifying State	
Signature of Applicant		Date	

Instructions for the Verifying State:

1. Complete the information requested below.
2. Stamp this document with a raised state seal in the area provided.
3. Mail this verification form to the applicant's address (provided by the applicant above).

Information to be Completed by Verifying State		
Name of Board or Agency		Name of Person Providing Verification
Current License Status	Disciplinary History (if any)	
Date this Qualifying Individual was First Licensed on this License	Number of Years' Experience Verified by the Board	
Exam or Exams Taken (name and date of passing exam)		
Signature	Title	Date
		State Seal

LICENSE BOND

THIS BOND MUST BE ON FILE WITH THE ARIZONA REGISTRAR OF CONTRACTORS

**STATE OF ARIZONA
REGISTRAR OF CONTRACTORS**

BOND NO: _____

That _____

as the principal, and _____

(Surety)

a corporation, duly authorized and licensed to transact surety business in the State of Arizona, are held and firmly bound unto the State of Arizona for the benefit of those persons described in A.R.S. §32-1152, as amended, in the penal sum set forth for the classification of license described:

LICENSE CLASSIFICATION	PENAL SUM
_____	_____
_____	_____
_____	_____
_____	_____

The Principal has applied to the Registrar of Contractors of the State of Arizona for a license to conduct the business of contracting under the above-described classifications and submits this bond to comply with the provisions of A.R.S. §32-1152, as amended, which are incorporated herein as though fully set forth.

Liability under this bond is limited to the penal sum for each classification of work performed by the principal. Liability under each classification shall be determined strictly in accordance with the provisions of A.R.S. §32-1152, as amended, which are incorporated herein as though fully set forth.

Upon making payment to a claimant against the bond, the Surety shall immediately give written notice to the Principal and the Registrar of Contractors of the date and amount of payment.

The amount of this bond is based on the representation of the Principal of the anticipated annual gross volume of work pursuant to Rule R4-9-112.

This bond becomes effective on _____ **day of** _____, **20** _____.

SIGNED, SEALED AND DATED _____ **day of** _____, **20** _____.

Signature of Contractor (Principal)

By: _____
Signature Attorney-In-Fact (Must be Notarized)

Title of Signer

By: _____
Print or Type Name of Attorney-In-Fact

Print or Type Name of Contractor (Principal)

Subscribed and sworn to before me this _____
day of _____, **20** _____.

Notary Public

My Commission Expires: _____

State of: _____

County of: _____

**THE ORIGINAL BOND MUST BE SIGNED BY THE
PRINCIPAL, ATTORNEY-IN-FACT AND THE
NOTARY PUBLIC AND BE FILED WITH THE
REGISTRAR OF CONTRACTORS AT:
1700 W. Washington St. Ste. 105, PHOENIX, AZ
85007-2812, TO COMPLY WITH A.R.S. § 32-1152
Mail to: P.O. Box 6688, Phoenix, AZ 85005-6688**

Mail To: Registrar of Contractors
P.O. Box 6688
Phoenix, AZ 85005-6688



1. Cash	\$
2. Accounts receivable	\$
3. Real estate (market value)	\$
4. Investments e.g. stocks, bonds (market value)	\$
5. Inventory e.g. materials for projects	\$
6. Equipment (book value)	\$
7. Furniture and fixtures (book value)	\$
8. Other assets	\$

1. Accounts payable	\$
2. Loan notes payable (e.g. equipment, business credit)	\$
3. Mortgage notes payable	\$
4. Other liabilities	\$

Visit our website at: www.azroc.gov

Self-Employment Affidavit

Mail To: Registrar of Contractors

P.O. Box 6748

Phoenix, AZ 85005-6748



AFFIDAVIT OF SELF EMPLOYMENT EXEMPTION UNDER THE WORKERS' COMPENSATION ACT

I, _____ (Printed Name), being first duly sworn upon oath deposes and states the following:

1. I am applying for a contractor's license for my company through the State of Arizona's Registrar of Contractors office.
2. I am aware that as a condition of licensure that my company must comply with the Workers' Compensation Act.
3. I am self-employed. Therefore I am not an employer subject to the provisions of A.R.S. § 23-902.
4. I do not currently and will not in the future employ workers regularly employed in my business or trade under a contract for hire.
5. I do not currently and will not in the future regularly employ workers for any portion of the year in my business or trade as an employer.
6. I do not currently and will not in the future procure work by an independent contractor over whose work I retain supervision or control, that is done in the regular course of my business or trade.
7. I may in my business use the services of an independent contractor to perform work done in the regular course of my business or trade. In the event that I use the services of an independent contractor, such use shall be evidenced by a written agreement that the business does not have the authority to supervise or control the actual work of the independent contractor and/or his/her employees. The written agreement will contain a disclosure statement that the independent contractor is not entitled to workers' compensation by the business and shall comply with all provisions of A.R.S. § 23-902(D). When independent contracting services other than professional services are retained, any independent contractors hired will either be licensed, or will not perform services that would require a contractor's license (see A.R.S. §32-1154(A)(10)).
8. I am aware that if at any time during the time of licensure that I and/or my company becomes an employer as defined by A.R.S. § 23-902, that it will immediately comply with all provisions of the Workers' Compensation Act.
9. I am aware that if I and/or my company becomes an employer as previously stated and I/it fails to comply with the Workers' Compensation provisions, that this is an immediate cause for discipline of the license.
10. I have authority on behalf of my company as its owner, partner, member, manager, managing member, officer or director to sign this affidavit.

Name of License Applicant (Business Name)

Printed Name

Signature

Date

Subscribed and sworn to me on the ____ day of _____, 20__.

Notary Public Printed Name

Notary Public Signature

ASBESTOS EDUCATIONAL PAMPHLET

STATUTORY REFERENCE:

Title 32, Arizona Revised Statutes (ARS), Chapter 10, Article 1, Registrar of Contractors, §32.1128 Asbestos Educational Pamphlet.

PURPOSE:

- A. The Director of Occupational Safety and Health within the Industrial Commission with the assistance of the Registrar of Contractors and the director of the Department of Environmental Quality shall prepare an educational pamphlet relating to asbestos to help contractors identify asbestos in the workplace and to inform them of state and federal asbestos rules and of the health hazards associated with asbestos contact.
- B. The registrar shall distribute asbestos educational pamphlets with each contractor's license or license renewal.

ASBESTOS NESHAP STANDARDS FOR RENOVATION AND DEMOLITION ACTIVITIES

ASBESTOS NESHAP STATUTORY AUTHORITY:

Title 40, Code of Federal Regulations (CFR), Part 61, Subpart M, Asbestos NESHAP; Arizona Revised Statutes, Title 49, §49-421 *et. seq.*, and §49-471 *et. seq.*; Arizona Administrative Code (AAC), Title 18, Chapter 2, R18-2-1101. National Emission Standards for Hazardous Air Pollutants (NESHAP) program is administered by US EPA and delegated counties.

PURPOSE:

To protect public health from exposure to regulated asbestos-containing materials (RACM) during Asbestos NESHAP facility renovation and/or demolition activities, asbestos removal, transport, and disposal, and closely monitoring those activities for proper asbestos emissions control and advanced 10-working day notification for all demolition activities and renovations with threshold amounts of RACM. Asbestos is known to cause cancer and other respiratory diseases in humans.

WHAT IS AN ASBESTOS NESHAP FACILITY?

An Asbestos NESHAP facility is any: institutional, commercial, public, industrial, or residential structure, installation, or building (including any structure, installation, or building containing condominiums or individual dwelling units operated as a residential cooperative, but excluding residential buildings having four or fewer dwelling units), any ship, and any active or inactive waste disposal site. Any structure, installation or building that was previously subject to this regulation (since April 16, 1973), is not excluded regardless of its current use or function.

ARIZONA "ASBESTOS CONTACT DIRECTORY":

To receive a free copy of the Arizona "Asbestos Contract Directory", fill out the attached order form and mail or fax to the Arizona Department of Environmental Quality (ADEQ) at 1110 W. Washington St., Phoenix, AZ 85007, fax number (602) 771-2299. This document may also be downloaded from ADEQ's website: <http://www.adeq.state.az.us> (Environmental Programs, Air Quality Compliance, Asbestos). The "Asbestos Contact Directory" lists:

1. Asbestos NESHAP regulatory agencies
2. Environmental consultants with AHERA building inspectors
3. NVLAP laboratories for bulk asbestos fiber analysis
4. AHERA Contractor/Supervisor training providers
5. Commercial asbestos abatement contractors licensed in Arizona
6. Asbestos waste landfills
7. Wrecking contractors licensed in Arizona, and
8. Asbestos related agencies and organizations.

OSHA ASBESTOS STANDARDS FOR WORKER PROTECTION

ASBESTOS OSHA STATUTORY AUTHORITY:

Title 29, Code of Federal Regulations (CFR), Part 1926.1101, as adopted in accordance with ARS, Title 23, Chapter 2, Article 10, §23-410.

PURPOSE:

To protect employee health from exposure to asbestos-containing materials during construction activities involving the disturbance and/or handling of asbestos-containing materials.

WHEN DO OSHA STANDARDS APPLY?

The OSHA standards found in 29 CFR 1926.1101 are applicable during the following activities involving asbestos-containing material {material which contains more than one percent (>1%) asbestos.}

1. Demolition or salvage of structures where asbestos is present;
2. Removal or encapsulation of materials containing asbestos;
3. Construction, alteration, repair, maintenance, or renovation of structures, substrates, or portions that contain asbestos;
4. Installation of products containing asbestos;
5. Asbestos spill/emergency cleanup; and
6. Transportation, disposal, storage, containment of and housekeeping activities involving asbestos or products containing asbestos, on the site or location where construction activities are performed.

* * * * *

ASBESTOS INFORMATION ORDER FORM

___ Fax to ADEQ **(602) 771-2299** for a copy of the State of Arizona's Asbestos Program Packet which includes: The Arizona "Asbestos Contact Directory"; Arizona NESHAP Notification Forms, Arizona NESHAP Program Map, Building Department Guidance Documents, OSHA Regulations, Asbestos Products Ban and Phase Out, and NESHAP Decision Tree.

Arizona Department of Environmental Quality (ADEQ)
Asbestos NESHAP Program
1110 W. Washington St., MC 3415A-3
Phoenix, AZ 85007
Telephone: (602) 771-2333 or (800) 234-5677 x771-2333

___ Fax to ADOSH **(602) 542-1614** for additional information on the asbestos standards for the construction industry, 29 CFR 1926-1101; or mail to:

Arizona Division of Occupational Safety and Health (ADOSH)
800 W. Washington St.
Phoenix, AZ 85007
Telephone: (602) 542-5795

COMPANY NAME: _____

ATTENTION: _____ TELEPHONE: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP CODE: _____

E-MAIL ADDRESS: _____