



ARIZONA REGISTRAR OF CONTRACTORS



Katie Hobbs, Governor

Jeff Fleetham, Director

Form RC-L-201B

LICENSE INACTIVATION FORM

Instructions

Complete this form to request to inactivate a current license. **You must complete this form for each license you wish to inactivate.** Under A.R.S. § 32-1125.01(A), a contractor may request to inactivate a current license, for a period not to exceed five years at a time, by completing this form and paying the \$50 application fee (License fees paid prior to the inactivation are not refundable).

WARNING:



- A contractor may only inactivate its license if the license is not subject to disciplinary proceedings or suspension. A.R.S. § 32-1125.01(A).
- No contractor may inactivate a license more than twice. A.R.S. § 32-1125.01(B).
- It is illegal to engage in any act of contracting using an inactive license. A.R.S. § 32-1125.01(C).
- The inactive status of a contractor's license does not bar any disciplinary action by the Registrar against that license. A.R.S. § 32-1125.01(D).



Reactivation

Under A.R.S. § 32-1125.01(B), a contractor's license which is not suspended or revoked and is inactive may be reactivated as an active license by:

- Payment of the current renewal fee;
- Thirty days' written notice to the Registrar; and
- Submitting a Reinstatement Application to the Registrar.

The license will expire at the end of the inactivation period unless:

- The license is reactivated within the initial 5-year period; or
- The contractor submits a 2nd inactivation request for an additional period not to exceed 5 years.

If a license expires, it cannot be reactivated, and the contractor must submit a new license application. See A.R.S. § 32-1125.01(B).

PART 1: LICENSE INFORMATION

| | |
|--|--|
| <i>Provide the following information for the license you wish to inactivate.</i> | |
| 1. Business Name on License, including DBA if applicable | |
| 2. License Classification | 3. License Number |
| 4. Current Status of License (e.g. 'current', 'suspended', 'revoked', or 'inactive') | |
| TIME FOR INACTIVATION | |
| <i>Select when you would like the Registrar to inactivate the license.</i> | |
| 5. I request that my license be made inactive upon processing of this form by the Registrar. | [CHECK ONE] <input type="checkbox"/> |
| 6. I have submitted an application for a new license and I request that my license be made | <input type="checkbox"/> |

1700 W. Washington Street, Suite 105 • Phoenix AZ 85007-2812
602.542.1525 • Within AZ 877.692.9762 • Fax 602.542.1599 • www.roc.az.gov



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inactive upon the issuance of the new license

PART 2: SIGNATURE

By signing below, I request the inactivation of the license identified in Part 1. I certify that the entire contents of this License Inactivation Form, including all supplementary statements and materials attached, are true and correct.

| | | |
|---|--|---|
| 1. Name of Person Requesting Inactivation | 2. Title of Person Requesting Inactivation | 3. Phone Number of Person Requesting Inactivation |
|---|--|---|

- 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), and § 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 ARS 32-1155(A) and ARS 32-1162(A) establishes a two-year period for the filing of complaints, these purposes and duties shall continue for up to two years after I disassociate from this license. You can review the status of a license, and determine if there are open complaints against a license using the Registrar's online [contractor search](#).

Signature

Date

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