



ARIZONA REGISTRAR OF CONTRACTORS



Douglas A. Ducey, Governor

Jeff Fleetham, Director

PROJECT VERIFICATION FORM

First-Hand Knowledge Required

The individual verifying the Qualifying Party's Project Verification Form (the "[Verifier](#)") must have direct, first-hand knowledge of the Qualifying Party's work as described on the Project Verification Form. **Note: The Verifier cannot be a person named on the license application.**

Instructions

The Registrar verifies a Qualifying Party's qualifications by requiring the Qualifying Party to submit documentation specifying:

- 1) Projects on which the Qualifying Party performed work; and
- 2) The Qualifying Party's experience in the contracting field.

Project Details

To complete the "Detailed Description of the Project" in [Box 10](#), in Part I of this Project Verification Form, you should provide as much of the following information as possible:

For All Applications:

- The Qualifying Party's role on the project;
- Specific trades and crafts performed by Qualifying Party, or by other individuals supervised by the Qualifying Party;
- Square footage of the project; and
- Types of systems installed by the Qualifying Party.

Additional Information For General Contractor Applications:

- Number and type of subcontractors managed by the Qualifying Party; and
- Types of systems installed by subcontractors supervised by the Qualifying Party.

Number of Project Verifications Required

The projects must span the number of years of experience required for the desired license classification.

- **R-62 LICENSES:** The R-62 License does not require any projects. If you are applying for an R-62 license, do not submit this form.
- **SOLAR LICENSES:** Any Solar License requires 10 trade-specific projects and 5 solar-specific projects (Total: 15)
- **ALL OTHER LICENSES:** All other Licenses require 10 trade-specific projects.

Specific Requirements for Dual-License Applications

If you are applying for a dual-license, you must include project verifications for both **commercial** and **residential** projects.

WARNING:



- **Providing false information in the Project Verification Form will result in denial of the License Application.**
- **The Registrar will verify the information provided within this Form.**
- **The Qualifying Party is responsible for the truthfulness of all information contained in the Project Verification Form.**



*****DO NOT SUBMIT THESE INSTRUCTIONS WITH YOUR APPLICATION*****

1700 W. Washington Street, Suite 105 • Phoenix AZ 85007-2812
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**Form
RC-L-200F**

PROJECT VERIFICATION FORM

PART I: INFORMATION TO BE COMPLETED BY THE QUALIFYING PARTY

Instructions for Qualifying Party
 The Qualifying Party must complete as many Project Verification Forms as are required for the desired license classification.

- **R-62 LICENSES:** The R-62 License does not require any projects. If you are applying for an R-62 license, do not submit this form.
- **SOLAR LICENSES:** Any Solar License requires 10 trade-specific projects and 5 solar-specific projects (Total: 15)
- **ALL OTHER LICENSES:** All other Licenses require 10 trade-specific projects.

1. Name of Qualifying Party		2. Project Name		
3. Project Address		City	State	Zip Code
4. Date Project Began	5. Date Project Ended	6. Project Size (e.g. building size, lot size)		7. Project Contract Price
8. Type of Project (check one) <input type="checkbox"/> Commercial <input type="checkbox"/> Residential		9. Qualifying Party's Role for this Project		
10. Detailed Description of the Project (see instruction cover sheet for additional details)				

Instructions for the Verifier
 The verifier must complete the information requested below, and return this form to the Qualifying Party.
Note: The Verifier cannot be a person listed on the license application.

11. Verifier's Name		12. Verifier's Title		
13. Verifier's Mailing Address		City	State	Zip Code
14. Verifier's Phone Number		15. Verifier's Email		
16. Verifier's Role for this Project		17. Verifier's contractor's License Number and License Classification and Description (if applicable)		

SIGNATURE

By signing below, 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 Project Verification Form and the information provided is true and accurate.

_____	_____	_____
Print Verifier's Name	Verifier's Signature	Date

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