Application Forms to Replace a Qualifying Party

A separate application is required for each license on which the Qualifying Party is being replaced.

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.

Final Check List

Ensure your application includes:

- ☐ Completed application with all required attachments
- ☐ Background check printed receipt
- ☐ Proof of Workers' Compensation Insurance
- ☐ Original test scores
- ☐ Completed experience & project forms
- ☐ $100 application fee
- ☐ Government issued photo ID

New Qualifying Party Application - $100

Mail To: Registrar of Contractors
P.O. Box 6748
Phoenix, AZ 85005-6748

For Internal Use Only

Pending #_____

Part 1: Applicant Information

1. Company Name or Sole Proprietor's Full Name	2. Fictitious Trade Name (i.e. DBA)
3. License Number	4. Classification (Classification / Description)

5. ***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). *Please attach a copy of the certificate or insurance statement.*
- ☐ 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. *Please attach a copy of the certificate or insurance statement.*
- ☐ C. Being exempt from the statutes or rules governing Workers' Compensation by being self-employed and not employing workers. *Please attach the affidavit of self-employment.*

I certify that the business listed on this application complies with the Workers' Compensation Act requirement(s).

I further 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.

Printed Name of Owner Partner, Member, Manager, Officer or Director	Title
Signature of Owner Partner, Member, Manager, Officer or Director	Date

Part 2: Former Qualifying Party Information

If you have previously submitted a Notice of Disassociation for the Qualifying Party you do not need to complete this Part 2.

6. Printed Name of Qualifying Party to be Replaced	7. Date of Disassociation

- ☐ I am resigning as the Qualifying Party only.
- ☐ I am resigning as the Qualifying Party as well as a corporate officer/director/member/manager/partner.
  Note: If there has been any change in corporate officers, directors, members or managers, you must submit an Ownership/Personnel Change Form.

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.

Signature of Qualifying Party	Date

Please see the line-by-line instructions for what to do if the qualifying party is unavailable to sign this resignation.

Part 3: Personnel Information (Qualifying Party)

8. Full Legal First Name	Full Legal Middle Name	Full Legal Last Name	Generation

9. Date of Birth	10. Driver's License or Government ID State/Number (Please enclose a copy)	11. Social Security Number

12. Residential Address Street Address	City	State	Zip

13. Ownership Percent	14. Title or Position (Member, Manager, Partner, Shareholder, Director, Officer, Employee)

15. Have you ever received a citation or been convicted for contracting without a license? ◯ YES ◯ NO

If yes, when _____ and where _____

16. Have you been on a contractor's license in any state as a qualifying party, owner, partner, manager, member, officer, director or shareholder? *If necessary, use additional pages to indicate all previous licenses.* ◯ YES ◯ NO

If yes, state _____ license status_____ license #_____

license name _____ license classification _____

17. Have any of the licenses listed in question 16 ever been suspended, revoked or otherwise disciplined? *If necessary, use additional pages to indicate all previous licenses.* ◯ YES ◯ NO

If yes, which license(s) _____ what is/are the current license status(es)_____

what was the cause of the discipline _____

18. Have you ever been convicted of a felony, or currently have a felony charge pending? List all felony convictions. *Use additional paper if needed.* ◯ YES ◯ NO

If yes, when _____ what charge _____which court _____

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.

19. 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? *If yes, attach a detailed explanation and provide a payment schedule, if applicable and Certificate of Good Standing from the Arizona Department of Revenue.* ◯ YES ◯ NO

20. I have completed a criminal background check at https://roc.az.gov within the last 4-60 days and have attached a copy of my background check receipt with this application. ☐ YES

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 of Qualifying Party	Signature Of Qualifying Party	Date

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 *Jeff Fleetham, 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.
- 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 https://roc.az.gov/forms.
- 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, 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

☐	Journeyman		☐	Superintendent			Contractor (list license # and classification)
☐	Foreman		☐	Property Owner			Other (please describe):

Qualifying Party's Duties on this Project

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.

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				
☐	Employer	☐	Apprentice	Duration (Years / Months)	Projects #	Size of Projects (From / To)
☐	Project Manager	☐	Journeyman	Duration (Years / Months)	Projects #	Size of Projects (From / To)
☐	Foreman / Supervisor	☐	Foreman	Duration (Years / Months)	Projects #	Size of Projects (From / To)
☐	Employee	☐	Superintendent	Duration (Years / Months)	Projects #	Size of Projects (From / To)
☐	Client / Customer	☐	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 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.

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	