

YOUR APPLICATION FOR A CONTRACTOR LICENSE WILL NOT BE PROCESSED UNTIL ALL OF THE FOLLOWING PROCEDURES HAVE BEEN COMPLETED.

SECTION 1 – GENERAL INFORMATION ABOUT YOUR BUSINESS – ALL SECTIONS MUST BE COMPLETELY FILLED OUT. THE NAME OF YOUR COMPANY ON YOUR CONTRACTOR LICENSE AFFIDAVIT MUST BE THE SAME AS THE COMPANY NAME IN WHICH YOU ARE REGISTERED WITH OTHER WEST VIRGINIA STATE AGENCIES.

SECTION 2 – INFORMATION CONCERNING OTHER AGENCIES – THE WEST VIRGINIA BUSINESS REGISTRATION CERTIFICATE NUMBER AND THE FEDERAL TAXPAYERS IDENTIFICATION NUMBER MUST BE FILLED OUT AND CANNOT BE MARKED N/A.

THE UNEMPLOYMENT AND WORKERS COMPENSATION NUMBERS ARE REQUIRED ONLY IF YOU HAVE EMPLOYEES. YOU **MUST SUBMIT A COPY** OF THE CERTIFICATES ALONG WITH YOUR AFFIDAVIT FOR VERIFICATION THAT YOU ARE REGISTERED WITH THESE AGENCIES, WHETHER IN WEST VIRGINIA OR YOUR STATE.

IF YOUR COMPANY IS A CORPORATION, L.L.C., L.L.P., L.P. OR P.L.L.C., YOU **MUST SUBMIT A COPY** OF YOUR CERTIFICATE OF AUTHORITY FROM THE WEST VIRGINIA SECRETARY OF STATE'S OFFICE.

SECTION 3 – WAGE BOND INFORMATION – IF APPLICABLE COMPLETELY FILL OUT. IF IT IS NOT APPLICABLE YOU MUST FILL OUT THE BONDING AFFIDAVIT LOCATED IN THE WAGE BOND PACKET AND HAVE NOTARIZED TO SUBMIT ALONG WITH YOUR CONTRACTORS LICENSE AFFIDAVIT.

IF YOUR COMPANY IS A PARTNERSHIP, CORPORATION, L.L.C., L.L.P., L.P. OR P.L.L.C., YOU MUST COMPLETELY FILL OUT **PAGE 3**.

PAGE 4 IS A VERIFICATION STATEMENT WHICH YOU MUST SIGN AND HAVE NOTARIZED.

PAGE 5 – YOU MUST MARK THE EXAM/S WHICH HAVE BEEN SUCCESSFULLY COMPLETED ALONG WITH THE NAME/S OF THE TESTED PERSON/S. IF THE PERSON WHO TESTED FOR YOUR COMPANY IS NOT AN OWNER, PARTNER OR CORPORATE OFFICER, YOU MUST SUBMIT A COPY OF YOUR PAYROLL RECORDS AS PROOF OF FULL-TIME EMPLOYMENT OF YOUR COMPANY.

THE PERSON TAKING THE EXAM TO QUALIFY YOUR COMPANY MUST BE A FULL-TIME EMPLOYEE AT THE TIME OF TESTING.

WHEN SUBMITTING YOUR AFFIDAVIT BE SURE TO INCLUDE A CHECK OR MONEY ORDER IN THE AMOUNT OF **\$90.00** MADE PAYABLE TO THE WEST VIRGINIA CONTRACTOR LICENSING BOARD.

WE **DO NOT** ACCEPT CASH OR CREDIT CARDS.