

NOTICE TO CONTRACTOR LICENSING APPLICANTS WITH EMPLOYEES

In this packet you will find:

- 1. West Virginia Candidate Information Brochure. This contains all the information on testing procedures, testing dates and reference materials.**
- 2. Contractor License Affidavit. Once you have successfully completed your examination(s), complete and have notarized the contractor license affidavit and return, along with your \$90.00, to the Contractor Licensing Board. Carefully read both the instructions and the insert for completing your affidavit.**
- 3. Wage Bond Requirements. Please read entire packet to determine your wage bond status. Complete, with notary signature, the wage bond affidavit and also, if required, along with your wage bond.**
- 4. Business Registration Tax Form. This has been included in our packet for your convenience. If you have not already obtained your business registration certificate for the State of West Virginia, you must complete this form and forward to the address listed on this form.**

Once the Board receives your completed affidavit, you will be mailed your license. If all the above requirements have not been met, your contractor license affidavit will not be processed and will be returned to you.