

VERIFICATION OF LICENSE

Louisiana State Licensing Board for Contractors

LSLBC

Important Information for Louisiana
Contractors Applying for Licenses in
Other States

Verification of License



Reciprocity agreements and examination endorsement agreements allow a Louisiana licensed contractor applying with a reciprocal licensing Board in another state to receive credit for exams for classifications held in Louisiana. When a Louisiana contractor applies in a reciprocal state, a verification of license form should be filled out by the Louisiana State Licensing Board for Contractors, and submitted by the contractor to the other state's Board.

Contractors seeking to work in another state based on these agreements must obtain that state's license before bidding, signing contracts or performing work in that state.

The following information includes:

- an explanation on how to obtain a verification of license
- the verification form
- a chart which indicates the Boards and classifications for which a reciprocal candidate can apply.

Contents

Table of Contents	1
Introduction	1
Applying In Other States	2
Verification Form	3
Reciprocity by State	4

We're on the Web!

www.lacontractor.org

For Louisiana Contractors Applying in Other States Based on Reciprocity or Examination Endorsement Agreements



The contractor must:

- ✓ Submit the appropriate application for licensure to the reciprocal Board to which you are applying for a license.
- ✓ Contact the reciprocal Board for their rules regarding the reciprocal credit for examinations.
- ✓ Obtain from the reciprocal Board the appropriate verification form to be used to apply for reciprocal status. If the reciprocal Board does not have their own license verification form, you may use the form included below.
 - **Contractors applying for the Texas Master Electrical License should request a verification letter from the Louisiana State Licensing Board for Contractors.**
- ✓ Submit the reciprocal Board's verification form to the Louisiana State Licensing Board for Contractors along with an \$85 processing /research fee. There is an additional \$7.00 swipe fee if paying by credit card.

FOR MORE
INFORMATION
REGARDING
RECIPROCAL
REQUESTS FOR
LOUISIANA
CONTRACTORS
FOR OUT-OF-
STATE
APPLICATIONS
CONTACT:

Paula Lamotte
1.800.256.1392
225.765.2301 x227
plamotte@lslbc.louisiana.gov

PAYMENT

If paying by **check or money order**, send the form and fee to:

**2525 Quail Drive
Baton Rouge, LA 70808
Attention: Paula Lamotte**

If paying by **credit card**, e-mail the following information to the plamotte@lslbc.louisiana.gov:

Type of Card (e.g., VISA, MasterCard, American Express)
Account number
Expiration Date of Card
Security Code (usually found on the back of card)
Address of Card Holder



REQUEST FOR VERIFICATION OF LICENSE

Instructions to Applicant: Complete the information in the section immediately below only and submit this form to the Board for the state in which you are licensed. Then return the original signed copy of this form to the address above, along with the completed Commercial and/or Residential Application, or with a completed Adding A Classification to an Existing License form, and/or an Adding a Qualifying Party to an Existing License form, and/or an Application for Qualifying Party, as applicable.

TO BE FILLED OUT BY APPLICANT

Company Name/Individual Name:			
Address:	City:	State:	Zip Code:
Telephone #:	Fax #:	E-Mail Address:	
Name of Contact:			

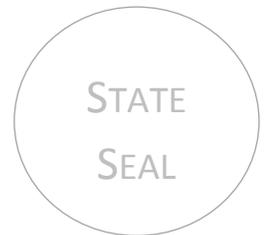
VERIFICATION OF LICENSE

Instructions for Verifying State: The above named applicant has submitted an application for a contractor's license with this Board. Please complete the following and return this form to the applicant. If additional space is needed, please use additional pages.

Company/Individual Name: _____				
License # _____ Type of Firm: Corporation _____ LLC _____ Partnership _____ Sole Proprietor _____				
Original Issuance Date: _____ Expiration Date: _____ Current Status (Current/Inactive/Expired) _____				
If Sole Proprietor/Partnership, State of Primary Residence: _____ State of Original Incorporation If Corp./LLC, _____				
Disciplinary Action? Yes _____ No _____ If Yes, Please Explain: _____				
Classification(s) Held:				
Legal Name of EACH Person Passing Trade Exam <i>in your state for this company</i> . If no exam was taken in your state for a classification, please explain the reason, and show the name of the qualifying party(ies).	Trade Exams Passed			
	Classification	Date Passed	Exam Type (e.g. NAI, PSI, In-House)	Score

Signature: _____ **Title:** _____ **Date:** _____

Agency: _____ **Telephone #:** _____



Examination Endorsement and Reciprocity Agreements with other States

The Louisiana State Licensing Board for Contractors has examination endorsement or reciprocity agreements with the following state Boards. Contractors from these states can have their qualifying party receive credit for exams for equivalent classifications with the Boards below and can be exempted from the 60-day waiting period provided:

- ✓ They have not been sanctioned for violations by the Board of the reciprocal state for the past three years.
- ✓ They meet all other requirements for licensure by the Louisiana State Licensing Board for Contractors.

Credit Given For

Board	Major Classification	Specialties	Electrical	Mechanical
Alabama Licensing Board for General Contractors	All	All	*	Yes
Alabama Board of Heating & Air Conditioning Contractors	*	*	*	Yes
Alabama Electrical Contractors Board	*	*	Yes	*
Alabama Home Builders Licensure Board	Residential Building Contractor	*	*	*
Arkansas Contractors Licensing Board	All	All	*	*
Georgia State Licensing Board for Residential and General Contractors	Building Construction, Residential Building Contractor	*	*	*
Georgia Construction Industry Licensing Board	Municipal and Public Works Construction	*	Yes	Yes
Kentucky, Division of Housing, Buildings and Construction	*	*	Yes	No
Mississippi Board of Contractors	All	All	Yes	Yes
North Carolina Board of Examiners of Electrical Contractors	*	*	Yes	*
Ohio Construction Industry Licensing Board	*	Industrial Piping, HVAC, Refrigeration	Yes	Yes
South Carolina Contractor's Board	All	All	No	Yes
South Carolina Residential Builder's Commission	Residential Building Contractor	*	*	*
Tennessee Board for Licensing General Contractors	All	All	Yes	Yes
Texas Department of Licensing and Regulation	*	No	Yes	No
Utah Construction Trades Bureau Division of Occupational & Professional Licensing	All	All	No	Yes

NOTE: The Louisiana State Licensing Board for Contractors accepts examination scores from the **NASCLA** (National Association of State Contractors Licensing Agencies) **Accredited National Building Construction Examination**. Qualifying Party candidates with such scores do not need to meet the normal reciprocity requirements for credit for Building Construction. Candidates must register with their NASCLA examination provider to have the NASCLA transcript sent to the Louisiana State Licensing Board for Contractors.

* The named Board does not hold classification(s) of this nature; therefore we cannot give credit for that type of work.