

**COMPLETE THIS SECTION FOR EACH QUALIFYING PARTY**

**APPLICATION FOR QUALIFYING PARTY**

**Qualifying Party:** *the person designated by the applicant to take the exam(s) or to hold the classification(s)*

- This section must be completed, even if applying as a sole proprietor.
- You must submit a Qualifying Party Application for **EACH** qualifying party, even if the qualifying party has previously tested or is requesting reciprocity.
- Click [HERE](#) for eligibility requirements for Qualifying Party.
- The applicant may have more than one qualifier

**A. QUALIFYING PARTY ELIGIBILITY**

Qualifying Party must meet one of the following: (Please check box that applies.)

<input type="checkbox"/>	Sole Proprietor <i>(Individual)</i>
<input type="checkbox"/>	Spouse of Sole Proprietor <i>(Individual)</i>
<input type="checkbox"/>	Original Incorporator or Original Stockholder <i>(Corporation)</i>
<input type="checkbox"/>	Partner <i>(Partnership)</i>
<input type="checkbox"/>	Original Member <i>(LLC)</i>
<input type="checkbox"/>	Employee <i>(has been in full-time employment for 120 consecutive days immediately preceding the examination)</i>

**B. QUALIFYING PARTY INFORMATION**

**NOTE:** All correspondence and examination approval letters will be **EMAILED** to the email address below.

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First	<i>(PRINT)</i>	Middle	<i>(PRINT)</i>	Last	<i>(PRINT)</i>	Jr/Sr, etc
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Name of Company

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Social Security Number (of Qualify Party)	Date of Birth (mm/dd/yyyy)
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Mailing Address: (Street or P.O. Box)	City	State	ZIP
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Work Number	Cell or Home Number	Fax Number
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Email address (of Qualifying Party) **MUST BE PROVIDED**

**C. CLASSIFICATION INFORMATION**

For which classification(s) will you be representing of the company as a qualifying party? (List Below)


**D. BUSINESS AND LAW**

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p><b>Will you be representing the company for the Louisiana Business and Law exam?</b></p> <ul style="list-style-type: none"> <li>• Each company must have at least one qualifying party for the Louisiana Business and Law.</li> <li>• The Louisiana Business and Law exam must be taken and passed (or previously passed) by at least one qualifying party for the company, <u>no exceptions</u>.</li> </ul>
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**E. QUALIFYING PARTY LEGAL QUESTIONS**

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p><b>Do you have an outstanding notice of child support delinquency which has not been resolved?</b></p> <p>If <b><u>YES</u></b>, you will not be eligible as a qualifying party until the delinquency is resolved.  <b>Note:</b> “Resolved” means you are now current with your child support payments or have entered into a payment plan, which is also current.</p>
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**F. QUALIFYING PARTY AFFIDAVIT**

**Instructions for Qualifying Party Affidavit:**

- Qualifying Party must read and initial next to each statement (required)
- Qualifying Party must sign below and have signature notarized.

<b>Initial:</b>	1. I certify under penalty of perjury under the laws of the State of Louisiana that all statements, answers and representations on this form are true and accurate, and I acknowledge that any purposeful false information submitted on behalf of myself and verified by this signature is cause to have license denied or revoked by the Louisiana State Licensing Board for Contractors.
<b>Initial:</b>	2. I understand that I must notify LSLBC in writing if I leave the company’s employment or if I am no longer affiliated with the company listed on this application as the qualifying party.
<b>Initial:</b>	3. I understand that <b>IF</b> I am a qualifying party for a classification(s) that requires a current, active credential, such as a certification or license, from an outside agency or organization then I understand that the credential must remain current and active with that outside agency or organization while representing the classification(s) on the active contractor’s license with LSLBC.
<b>Initial:</b>	4. I understand that the licensing board will use the mailing address and/or email address provided as official means of communication. I also acknowledge and understand that I will monitor the email address provided for official correspondence from LSLBC.
<b>Initial:</b>	5. I understand that any changes to my mailing address and/or email address must be updated with LSLBC.

Sworn before me, Notary Public, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ in \_\_\_\_\_, Louisiana.

\_\_\_\_\_  
 Print Name of Qualifying Party

\_\_\_\_\_  
 Signature of Notary Public

\_\_\_\_\_  
 Signature of Qualifying Party (*notarized*)

\_\_\_\_\_  
 Notary/Bar #