



RECIPROCITY REQUEST

(For Licensure in Louisiana)

Purpose of this form:

- This form is used for those requesting reciprocity from another state's licensing board for the waiver of the required trade exam(s).
- Reciprocity can be used by both New license applicants, who are applying for a new Louisiana license with this board; and also for Existing licensees, who are adding a qualifier and/or adding a classification to their existing Louisiana license.

Instructions to Applicant/Licensee:

- Complete the information only in Section A below.
- Then submit this form to the Reciprocal Board in which you are licensed.
- Once it has been returned to you from the reciprocal board, please follow the instructions on the Reciprocity Process for New Applicants or on the Reciprocity Process for Existing Licensees webpages.

SECTION A – APPLICANT/LICENSEE INFORMATION

**This section must be completed by applicant/licensee.*

Applicant/Licensee Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Telephone #: _____ E-Mail Address: _____

Name of Contact: _____

SECTION B – VERIFICATION OF LICENSE INFORMATION

**This section must be completed by reciprocal licensing board.*

If additional space is needed, please use additional pages.

Company/Individual Name: _____

License # _____ Original Issuance Date: _____ Expiration Date: _____ License Status: _____
(Current/Inactive/Expired)

Disciplinary Action? No _____ Yes _____ If Yes, Please Explain: _____

Classification(s) Held: _____

EXAMINATION INFORMATION

Name of <u>each</u> Person, who passed Trade Exam for this entity. (If no exam was taken for a classification, please explain the reason, and show the name of each qualifying party.)	Classification	Date Passed	Exam Developed By (e.g., In-House, NAI, SBCCI, ICC, Prometric, etc.)	Score

Signature: _____ Title: _____

Agency: _____ Date: _____

Email Address: _____ Telephone #: _____