



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](#) page.

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

Signature: _____ Title: _____
 Agency: _____ Date: _____
 Email Address: _____ Telephone #: _____

