

Qualifier Affidavit

Please have each Qualifier complete a separate affidavit. Duplicate pages 8, 9, & 10 as necessary

CONTRACTOR BUSINESS INFORMATION

Contractor Business Name: _____

Contractor EIN: _____

Contractor License Number: (if available) _____

QUALIFIER INFORMATION

Full Legal Name: _____
First Middle Last

All Previous Legal Names: _____

SSN:* _____ Date of Birth: _____ Gender: ☐ Male ☐ Female
* If you don't have a social security number, please follow the instructions on the last page.

Address: _____
Street Address (including Apt/Unit/Ste #) and/or PO Box

City: _____ State: _____ Zip: _____

Phone: (_____) _____ – _____ Email: _____

If required for classification, DOPL Professional License* number: _____
***Electrical and plumbing classifications** require the qualifier to hold the trade's Master License.
Elevator classification requires the qualifier to hold an Elevator Mechanic License.

Select Qualifier's Business Entity Position:
☐ **Owner of at least 20%** OR ☐ **W-2 Employee in Management Position**

Please Select ONE:
☐ I am a United States citizen OR a non-citizen of the United States who is lawfully present.
☐ I am a foreign national not physically present in the United States.
☐ None of the above, please explain: _____

Driver's License or State ID Card: _____
State of Issue Driver License Number Expiration Date

NOTE: If you do not hold a US Driver's License or a US State ID, you must present a legible copy of your current and valid government issued document(s) showing evidence of lawful presence in the United States. Please upload a legible copy (back and front) of **ONE** of the following documents:

- Unexpired United States Passport
- I I-94 (Arrival/Departure Record)
- I-551 (Permanent Resident Card, a.k.a. Green Card)
- I-766 (Employment Authorization Card)
- I-327 (Reentry Permit)
- I-571 (Refugee Travel Document)
- Certificate of Citizenship Naturalization Certificate
- Machine Readable Immigrant Visa (with Temporary I-551 Language)
- Temporary I-551 Stamp (on passport or I-94)
- Unexpired Foreign Passport with SEVIS ID (either an I-20 or DS2019)
- WT/WB Admission Stamp in Unexpired Foreign Passport
- I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status)
- DS2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status)

If you do not have any of these documents, please contact the United States Citizenship and Immigration Services (USCIS) at their website: www.uscis.gov or by phone 1-800-375-5283. Walk-Ins are not accepted.

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QUALIFIER ACCEPTANCE & CERTIFICATION

To be completed by the proposed qualifier:

Initial *each* numbered line and sign to accept appointment as Qualifier for the applicant contractor and to certify, acknowledge, and agree that:

- _____ 1. I have read and understand my responsibilities as a contractor's qualifier, in [Utah Code § 58-55](#), and [Utah Administrative Code § R156-55a](#). As required by [Utah Code § 58-55-304 \(4\)](#), I will always exercise material authority in the conduct of the contracting business.
- _____ 2. As qualifier, it is my responsibility to make sure both myself and the contractor comply with all contractor laws and rules. Violation may result in civil, administrative, or criminal sanctions against me, the contractor's owners, and the contractor.
- _____ 3. I am qualified to serve as the contractor's qualifier, for the license(s) applied for.
- _____ 4. The applicant has general liability insurance as required by Utah law, which covers ALL contracting scope of work. While I am the qualifier:
 - _____ a. I will make sure our required general liability insurance is in effect for the entire duration of active licensure;
 - _____ b. I will always keep a copy of all general liability insurance certificates, which show the name and address of the insurance company, name and address of the insured, policy number, expiration date, and policy limits.
- _____ 5. If the contractor ever has employees, or owner-workers with less than 8% ownership, I will make sure the contractor has workers' compensation insurance as required by Utah law, and always keep a copy of this information.
- _____ 6. I understand the Division may request records and information anytime to determine compliance.
- _____ 7. I am responsible to update the Division of any changes related to the applicant's contractor's license and my qualifications as a qualifier, including but not limited to: my status as an employee or owner, and notifying the Division if I cease association with the contractor.

I declare under criminal penalty under the law of Utah that the information in this form, including in any additional pages and attachments, is true and correct.

Signature of Qualifier: _____ **Date:** _____

Printed Name: _____

Qualifier Affidavit

Utah licenses contractors by "classification", which identifies the work you can do. The Scope of Practice for each Trade Classification can be found in [Utah Admin Rule R156-55a-301c through 301a1](#).

Some classifications require exams, experience, certifications, or that the qualifier hold specific individual licenses. All qualifications for the classifications selected in this application must be met before applying.

For each section below, select the option that meets your specific circumstances. Approved Pre-Licensure Course providers are listed at <https://dopl.utah.gov/contracting/websites>.

PRELICENSURE COURSE – ALL CLASSIFICATIONS

Please choose **ONE (1)** of the following to fulfill the Pre-Licensure Course requirement. Along with your selection, provide copies of your course certificate or transcripts as necessary.

- ☐ Pre-licensure Course (25-hour pre-licensure course minimum plus 5-hour Business and Law Course if applying for General or Primary Classification)
- ☐ Current qualifier on an active and unrestricted Utah contractor license—license number _____
- ☐ Qualifier holds **accredited 2 or 4-year degree** in Construction Management. Submit official school transcripts.
- ☐ Qualifier holds an active and unrestricted Utah professional engineer license—license number _____
- ☐ Within the last 5 years the qualifier is or has been a qualifier on an active and unrestricted Utah contractor license. Utah contractor license number: _____
- ☐ **Applying by Endorsement** ([endorsement requirements](#).) See Page 3 for additional information. Submit official verification of licensure from the jurisdiction's licensing authority.

GENERAL CLASSIFICATIONS ONLY - EXAM

General Classification qualifier must have passed the required exam. *If you are only applying for Specialty Classifications, you do not need to complete this section.* Select **ONE (1)** of the following and provide the appropriate documentation.

- ☐ Pass the Utah Contractor Business and Law exam. See the [exam section](#) on the contractor page of our website for additional information. Date exam taken: _____
- ☐ Previously identified as a qualifier on any Utah contractor license PRIOR TO May 9, 2017. Utah license number: _____
- ☐ Previously identified as a General Classification Qualifier on a Utah contractor license at any time. Utah license number: _____
- ☐ **Applying by Endorsement** ([endorsement requirements](#).) See Page 3 for additional information. Submit official verification of licensure from the jurisdiction's licensing authority.

GENERAL CLASSIFICATIONS ONLY - EXPERIENCE

General Classification qualifier must have at least TWO years of paid experience in the construction industry or meet standards of [licensure by endorsement](#). Select **ONE of the following** and provide the appropriate documentation. Do not complete this section if you are applying for Specialty Classifications, ONLY.

- ☐ **Self-certification of experience:** By selecting this option and signing below, I certify I have at least 4,000 hours of paid work experience in the construction industry AND have knowledge of the principles of the conduct of business as a contractor reasonably necessary for the protection of the public health, safety, and welfare.

Signature of Qualifier: _____ **Date:** _____

- ☐ **Previously identified as a qualifier**, for at least TWO years, on any Utah contractor license at any time. Utah license number: _____
- ☐ Qualifier holds an **accredited 2 or 4-year degree** in Construction Management. Submit official school transcripts.
- ☐ Qualifier holds an active and unrestricted Utah **professional engineer license**. Utah professional engineer license number: _____
- ☐ Qualifier has passed the **NASCLA Examination** for Commercial General Building Contractors. Date of exam: _____
- ☐ **Applying by Endorsement** ([endorsement requirements](#).) See Page 3 for additional information. Submit official verification of licensure from the jurisdiction's licensing authority.