

YOUR APPLICATION/AFFIDAVIT FOR A CONTRACTOR LICENSE WILL NOT BE PROCESSED UNTIL ALL OF THE FOLLOWING STEPS HAVE BEEN COMPLETED.

SECTION 1 – GENERAL INFORMATION ABOUT YOUR BUSINESS – ALL SECTIONS MUST BE COMPLETED. THE NAME OF YOUR COMPANY ON YOUR CONTRACTOR LICENSE APPLICATION/AFFIDAVIT IS REQUIRED TO MATCH THE OTHER WEST VIRGINIA STATE AGENCIES.

SECTION 2 – INFORMATION CONCERNING OTHER AGENCIES – THE WEST VIRGINIA BUSINESS REGISTRATION EIGHT (8) DIGIT ACCOUNT NUMBER MUST BE ENTERED AND CANNOT BE MARKED N/A. YOU ARE REQUIRED TO SUBMIT A LETTER OF GOOD STANDING) FROM THE WV TAX DEPARTMENT WITH THIS APPLICATION/AFFIDAVIT.

A WORKERS' COMPENSATION NUMBER IS REQUIRED ONLY IF YOU HAVE EMPLOYEES. YOU ARE REQUIRED TO SUBMIT A COPY OF THE CERTIFICATE WITH THIS APPLICATION/AFFIDAVIT.

AN UNEMPLOYMENT NUMBER IS REQUIRED ONLY IF YOU HAVE EMPLOYEES. YOU ARE REQUIRED TO SUBMIT A COPY OF YOUR LAST QUARTERLY REPORT (CONTRIBUTION PAGE) WITH THIS APPLICATION/AFFIDAVIT.

IF YOUR COMPANY IS A CORPORATION, L.L.C., L.L.P., L.P. OR P.L.L.C., YOU ARE REQUIRED TO SUBMIT A COPY OF YOUR CERTIFICATE OF AUTHORITY FROM THE WEST VIRGINIA SECRETARY OF STATE'S OFFICE.

SECTION 3 – WAGE BOND INFORMATION – COMPLETE THIS SECTION. ALL APPLICANTS ARE REQUIRED TO SUBMIT THE WAGE BOND STATUS AFFIDAVIT.

PAGE 3 – THIS IS A VERIFICATION STATEMENT WHICH YOU ARE REQUIRED TO SIGN AND HAVE NOTARIZED IF YOUR COMPANY IS A PARTNERSHIP, CORPORATION, L.L.C., L.L.P., L.P. OR P.L.L.C.

PAGE 4 – YOU MUST MARK THE EXAM(S) WHICH HAVE BEEN SUCCESSFULLY COMPLETED AND INCLUDE THE NAME(S) OF THE INDIVIDUAL(S). IF THE PERSON(S) WHO TESTED FOR YOUR COMPANY IS NOT A CORPORATE OFFICER, MANAGER OR MEMBER, OWNER OR PARTNER YOU ARE REQUIRED TO SUBMIT PAYROLL RECORDS AS PROOF OF FULL-TIME EMPLOYMENT OF YOUR COMPANY.

WHEN SUBMITTING YOUR AFFIDAVIT, BE SURE TO INCLUDE A CHECK OR MONEY ORDER IN THE AMOUNT OF \$90.00 MADE PAYABLE TO THE WEST VIRGINIA CONTRACTOR LICENSING BOARD.

CREDIT CARD PAYMENTS ARE ACCEPTED IN THE CHARLESTON OFFICE.

WE ARE UNABLE TO ACCEPT CASH