

# WEST VIRGINIA CONTRACTOR LICENSING BOARD

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**THE BOARD WILL NOT BE ABLE TO PROCESS YOUR APPLICATION/AFFIDAVIT UNTIL ALL OF THE FOLLOWING STEPS HAVE BEEN COMPLETED.**

**SECTION 1 – GENERAL INFORMATION ABOUT YOUR BUSINESS – ALL SECTIONS MUST BE COMPLETED. THE NAME ON YOUR CONTRACTOR LICENSE APPLICATION/AFFIDAVIT MUST MATCH ALL 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.**

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

AN UNEMPLOYMENT ACCOUNT 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 ENTITY 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 REQUIRES THE NOTARIZED SIGNATURE OF AN OWNER OR PARTNER OR CORPORATE OFFICER OR MANAGER/MEMBER.**

**PAGE 4 – YOU MUST MARK THE EXAM(S) WHICH HAVE BEEN SUCCESSFULLY COMPLETED AND INCLUDE THE NAME(S) OF THE INDIVIDUAL(S). IF NOT A CORPORATE OFFICER, MANAGER, MEMBER, OWNER OR PARTNER, YOU ARE REQUIRED TO SUBMIT PAYROLL RECORDS FOR THE INDIVIDUAL(S) AS PROOF OF FULL-TIME EMPLOYMENT. IF APPLICANT IS A NEW ENTITY WITH NO PAYROLL RECORDS, SUBMIT HIRING/EMPLOYMENT DOCUMENTS.**

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

IN THE CHARLESTON OFFICE, WE PREFER CREDIT CARD PAYMENTS, CHECKS OR MONEY ORDERS.

**DO NOT SEND CASH VIA YOUR DELIVERY SERVICE PROVIDER.**

Revised 1.10.2022