

STATE LICENSING BOARD FOR RESIDENTIAL AND GENERAL CONTRACTORS  
 GENERAL CONTRACTOR DIVISION  
 237 Coliseum Drive  
 Macon, GA 31217  
 Phone: 478-207-2440  
 Fax: 866-888-9718  
[www.sos.ga.gov/plb/contractors](http://www.sos.ga.gov/plb/contractors)

**GENERAL DIVISION  
 EXAMINATION APPLICATION FOR A QUALIFYING AGENT  
 \*\*\*GENERAL INFORMATION\*\*\***

**THE APPLICATION AND REQUIRED FEE SHOULD BE MAILED TO THE ADDRESS SHOWN ABOVE. ALL SUPPORTING DOCUMENTS SHOULD BE ATTACHED TO AND SUBMITTED WITH THE APPLICATION.**

\*\*The application must be completed in ink\*\*

**TO CHECK YOUR LICENSE APPLICATION STATUS ONLINE, PLEASE PROVIDE YOUR EMAIL ADDRESS ON THE APPLICATION WHERE REQUESTED. ACKNOWLEDGMENT OF RECEIPT OF YOUR APPLICATION WILL BE SENT BY EMAIL. YOUR EMAIL ADDRESS WILL NOT BE SHARED WITH ANY THIRD PARTY.**

MATERIALS MAILED TO APPLICANTS:

THIS APPLICATION PACKET INCLUDES:	COMPLETED
Application for Licensure	_____
Employment Affidavit	_____
CPA Reference Letter and or Report from a CPA	_____
Authorization for Release of Information	_____
Reference for General Contractor	_____

**LICENSES REQUIRED**

Licenses are required of persons who contract for any residential (residential-basic or residential-light commercial) or general contracting business. See O.C.G.A. § 43-41-2 from the Board’s Law, as well as the Board’s Rules for definitions.

1. **INCOMPLETE APPLICATIONS CANNOT BE PROCESSED AND WILL BE RETURNED.** Applications are valid for one year. Check or money order should be made payable to “State Licensing Board for Residential and General Contractors.” As provided by O.C.G.A. § 16-9-20, a \$40.00 service fee will be assessed on dishonored checks.
2. **APPLICATION FEE.** Submit non-refundable fee of \$200.00 with application.
3. **REQUIREMENTS FOR LICENSURE**
  - Must be a minimum of 21 years old.
  - Must be of good character and otherwise qualified as to competency, ability, integrity, and financial responsibility.
  - Must comply with one of the following:
    - (a)** Four year degree from an accredited college or university in engineering, architecture, construction management, building construction or related field acceptable to the Division **and** one year of work experience as or in the employment of a general contractor or other proven experience deemed substantially similar by the Division; **or**
    - (b)** Combination of college level academic accredited courses and proven practical experience working as or in the employment of a general contractor or other proven experience deemed substantially similar by the Division equaling at least four years in the aggregate; **or**
    - (c)** Total of at least four years of proven active experience working in a construction industry related field, at least two of which shall have been as or in the employment of a

general contractor, or other proven experience deemed acceptable by the Division and at least one of which shall have been in or relating to administration, marketing, accounting, estimating, drafting, engineering, supervision, or project management, or functions deemed substantially similar by the Division.

- Must submit to the Board, ***in a sealed envelope***, an official transcript, diploma, or certification from accredited college, university, or technical school attended if you are applying based on education ((a) or (b) above).
- Must submit, in support of (a), (b), or (c) above, at least one letter of recommendation from a registered or licensed Architect, Engineer or other as approved by the Board that shall follow the guidelines provided in Forms E-1 through E-3 attached.
- Must complete the Consent Form (Form D) granting permission to the Board for a background check, including criminal history, and submit it ***with your application*** to the Board office.
- Must furnish a list of all persons, entities, and businesses with which the applicant will be affiliated. Please include principal officers, titles, and contact information.
- Must ***submit with your application*** the attached CPA reference letter (Form B) or the report from a CPA (Forms C-1 through C-4) completed and notarized as proof that the business organization has a minimum net worth of \$150,000.00.
- Must ***submit with your application*** a Certificate of Insurance in the name of the business organization showing proof of general liability insurance in a minimum amount of \$500,000 per occurrence. The business organization must also show proof of workers compensation insurance, if the business organization is currently required by Georgia law to carry such.

#### **LAW AND RULES**

Read the law and rules thoroughly before completing the application. See the complete law and rules at the Board's website: [www.sos.ga.gov/plb/contractors](http://www.sos.ga.gov/plb/contractors). You are responsible for knowing the laws and rules for your profession.

#### **VETERANS' PREFERENCE POINTS**

Veterans may be eligible for Veterans' Preference Points on their examination if they served on active duty in the Armed Forces, Reserves or National Guard for at least 90 days during wartime or during any conflict when military personnel were committed by the President and either served on active duty for at least one year or were discharged for injury or illness incurred in the line of duty. To apply for veterans' preference points, submit a completed copy of the DD-214 form with the application.

#### **DISABILITY ACCOMMODATION**

Persons who have a disability and may require accommodation should either: a) contact the Board office or b) visit our website (click the link to "download forms") to obtain the "Request for Disability Guidelines" form.

#### **KEEP A COPY OF YOUR APPLICATION MATERIALS.**

All original materials will be maintained by our office and not returned to you.

# E X A M

**FOR BOARD USE ONLY**

Amount Submitted \$ \_\_\_\_\_

Date/Initials \_\_\_\_\_

Receipt # \_\_\_\_\_



**FOR BOARD USE ONLY**

License # \_\_\_\_\_

Date Issued \_\_\_\_\_

Applicant # \_\_\_\_\_

**State Licensing Board for Residential and General Contractors**

237 Coliseum Drive

Macon, GA 31217

478-207-2440 (Phone)

866-888-9718 (Fax)

[www.sos.ga.gov/plb/contractors](http://www.sos.ga.gov/plb/contractors)

**Application for a Qualifying Agent Applying for Licensure as a General Contractor  
Obtained By Examination**

**\$200.00 Non-refundable application fee**

**Checks returned for insufficient funds will be assessed a \$40 service charge pursuant to O.C.G.A. § 16-9-20**

**DISABILITY-**If you have a disability and may require an accommodation, you must contact the Board office or visit our website to obtain the **REQUEST FOR DISABILITY ACCOMMODATION GUIDELINES**.

**VETERANS' PREFERENCE POINTS-** Veterans may be eligible for special benefits in testing. Must submit a completed DD-214 Form.

\*\*The application must be completed in ink\*\*

**APPLICANT INFORMATION:**

**1. Name:** \_\_\_\_\_  
Last First Middle Maiden

**2. Mailing Address:** \_\_\_\_\_  
(Street) (Apt#) (City/State/Zip Code)

If your mailing address is a P. O. Box, you must also provide a physical address:

\_\_\_\_\_  
(Street) (Apt #) (City/State/Zip Code)

If you are granted a license, your name, mailing address and license number are public information.

**3. Telephone #:** ( ) \_\_\_\_\_ **Other #:** ( ) \_\_\_\_\_ **Email:** \_\_\_\_\_

**4. Social Security Number\*:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **5. Date of Birth** \_\_\_\_\_

\*This information is authorized to be obtained and disclosed to state and federal agencies pursuant to O.C.G.A. § 19-11-1 et seq. and O.C.G.A. § 20-3-295 et seq., 42 U.S.C.A. § 551 AND 20 U.S.C.A. § 1001.

**6. \_\_\_\_\_ I am a U. S. Citizen. \_\_\_\_\_ I am not a U. S. citizen but am a qualified alien under the federal Immigration and Naturalization Act, and I am lawfully present in the United States.**

**QUALIFYING AGENT INFORMATION:** Please be sure the Qualifying Agent Affidavit below is completed and signed by an authorized agent of the business organization who possesses binding authority for the business organization. The applicant may appoint him or herself ONLY IF the applicant is the ONLY authorized agent of the business organization who possesses binding authority. Please note the affidavit must be notarized.

7. \*Name and type of Business Organization: \_\_\_\_\_

Partnership/LLP     LLC     Corporation (please list state of incorporation): \_\_\_\_\_  
 Joint Venture     Other \_\_\_\_\_

If the business organization is one other than a LLC or corporation, paperwork for which can be found on the Secretary of State's Corporation Division's website, please submit official company formulation documentation proving the existence of such business organization.

\* Submit on a separate sheet, attached to this application, the names of all persons, entities and business organizations you will be affiliated with as a licensed general contractor. "Affiliated with" means by way of employment, ownership, serving as an owner or director, partnership, or membership or by serving as a qualifying agent.

8. Physical Business Address: \_\_\_\_\_  
(Street) (Apt #) (City/State/Zip Code)

9. Federal ID#: \_\_\_\_\_

10. Business Telephone #: ( ) \_\_\_\_\_ 11. Fax #: ( ) \_\_\_\_\_

### QUALIFYING AGENT AFFIDAVIT

I, \_\_\_\_\_, of \_\_\_\_\_, certify that I am  
(Name) (Company Name)  
the  Owner  Officer  Partner of said business organization and possess binding authority for the  
business organization and do hereby appoint \_\_\_\_\_ to act as  
(Name)

qualifying agent on the business organization's behalf and to take the examination (unless exempted), as required for a Georgia contractor's license. **I further attest that the individual applicant has final approval authority for all construction work performed by the business organization or entity within the State of Georgia and that the individual applicant has final approval authority on all construction matters, including contracts and contract performance and financial affairs related to such construction matters, for each construction job for which his or her license was used to obtain the building permit.**

I understand that should the qualifying agent leave the business organization while being the only qualifying agent affiliated with the business organization, the business organization shall promptly notify the appropriate division of the termination of the relationship and shall have 120 days from the termination of the qualifying agent's affiliation to employ another qualifying agent and submit an application for licensure under the new qualifying agent.

\_\_\_\_\_  
(Owner/Officer/Partner Signature)

\_\_\_\_\_  
(Title)

Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

(Seal)

**Work Experience Information** (must list as requested in the chart below 1 to 4 years of experience depending upon which eligibility requirement you meet under Board Rule 553-4-.02(3)(c)(1), (2), or (3)).

**Please have attached Employment Affidavit (Form A) completed and submit it along with this application.** NOTE: You may sign the affidavit as both the applicant and contractor ONLY if you have been self-employed for the required amount of years. Additionally, you must provide at least one letter of recommendation as provided for in Form E attached. ALSO NOTE: The chart below is NOT for specific project information, but for dates of employment. That is, the dates you have been employed with the employer listed in the first column, NOT the dates you began and completed a particular project.

Employer Name & Address	Direct Supervisor (If you are owner of business, list "self".	Employment Dates (beginning date to end date)	Position/ Title	Type of Work Performed

**Education Information required ONLY IF qualifying under Board Rule 553-4-.02(3)(c)(1) or (2):** (four year baccalaureate degree in the field of engineering, architecture, construction management, building construction, or other field acceptable to the division **or a combination** acceptable to the division of academic credits from any accredited college-level courses and proven practical experience working as or in the employment of a general contractor or other proven experience deemed substantially similar by the division equaling at least four years in the aggregate)

**Name/Address of technical school, college or university attended (attach additional sheet if necessary):**

a. **Dates Attended:** \_\_\_\_\_

b. **Major or field studied:** \_\_\_\_\_

c. **Degree Awarded:**  Diploma/Certificate  Bachelor's  Doctorate  Masters  
*(Must submit with this application, in a sealed envelope from the appropriate institution, an official transcript, diploma, or certification from accredited college, university, or technical school.)* NOTE: This documentation is only needed if you are applying using education in some fashion.

**Financial Responsibility (To be answered by the applicant)**

1. **Does the business organization for which you are applying as a qualifying agent have a minimum net worth of \$150,000.00?**

**Yes (Reference Letter from CPA required, see attached)**  **No**

Reference Letter on page 9 from CPA required **or** the Report and Affidavit, and accompanying most recent balance sheet from an Independent CPA, reference pages 10-13.

2. Has the business organization for which you are applying as a qualifying agent paid all state and federal income taxes, payroll withholding taxes, and unemployment taxes, as required by law, for the previous three years?  Yes  No
3. Have you paid all judgments, taxes, student loans or child support payments as required by law?  Yes  No
4. Have you (as an individual or business entity) ever filed for bankruptcy, been subjected to an involuntary petition for bankruptcy, been adjudged bankrupt, or sought protection under the bankruptcy laws during the last 10 years?  Yes  No

If you answered "No" to question 2 or 3 above, please enclose with this application complete information with respect to all circumstances and the final result, if such has been reached. A "No" answer does not necessarily mean a license will not be granted. However, the State Licensing Board for Residential and General Contractors may request additional documentation if the information submitted is insufficient. If you answered "Yes" to question 4, submit written explanation and all pertinent court documents and schedules filed with the bankruptcy court.

5. Does the business organization for which you are applying as a qualifying agent currently carry worker's compensation insurance as required by state law?  
 Yes (Attach Certificate of Insurance)  No  N/A (Less than 3 employees)
6. Does the business organization for which you are applying as a qualifying agent currently carry general liability insurance in a minimum amount of \$500,000?  
 Yes (Attach Certificate of Insurance from insurer)  No

**General Information** (To be answered by the applicant)

1. Are you at least 21 years of age?  Yes  No
2. Are you of good moral character and otherwise qualified as to competency, ability, integrity and financial responsibility?  Yes  No  
Please note that completion of and submission to the Division of this application provides your consent for the Division to perform a background check on you. Thus, you must complete the attached Consent Form (Form D) and submit it along with this application.
3. Do you meet the eligibility requirements under Board Rule 553-4-.02(3)(c)(1)(2) or (3)?  
 Yes  No
4. Have you ever taken and passed the NASCLA exam?  Yes  No  
If Yes, when did you take the exam? \_\_\_\_\_ and in which State? \_\_\_\_\_
5. Have you ever been convicted and sentenced, or pled guilty to, pled nolo contendere to, or been given first offender status for the commission of a felony, misdemeanor, or any offense other than a minor traffic violation? (DWIs & DUIs are not minor traffic violations)  
 Yes\*  No

\*If you answered "Yes", you must submit to the Board the following: a) a *certified* copy of conviction/sentencing document(s) from the Court before which you were convicted and sentenced, signed by the presiding judge, and showing said conviction and sentence; AND, if applicable, b) a statement (on official letterhead) from your probation/parole officer regarding your current status/completion of any probation/parole.

6. Have you ever had revoked or suspended or otherwise sanctioned any professional license issued by any board or agency in Georgia or in any other state?  Yes\*  No  
**\*If you answered "Yes" regarding sanctions from another board, you must request that the licensing board or agency send a certified copy of the action taken against your license with relevant supporting documents to the Board's office.**

7. Have you ever been denied issuance of or, pursuant to disciplinary proceedings, denied renewal of a professional license by any board or agency in Georgia or in any other State?  Yes\*  No  
**\*If you answered "Yes" to this question, please attach an explanation.**

**APPLICANT AFFIDAVIT:**

I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Georgia State Licensing Board for Residential and General Contractors and I agree to abide by these laws and rules, as amended from time to time.

By signing this application, electronically or otherwise, I hereby swear and affirm one of the following to be true and accurate pursuant to O.C.G.A. § 50-36-1:

1) \_\_\_\_\_ I am a United States citizen 18 years of age or older. **Please submit a copy of your current Secure and Verifiable Document(s) such as driver's license, passport, or other document as indicated on pages 18 and 19 of the application.**

2) \_\_\_\_\_ I am not a United States citizen, but I am a legal permanent resident of the United States 18 years of age or older, or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older with an alien number issued by the Department of Homeland Security or other federal immigration agency. **Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.**

In making the above attestation, I understand that any failure to make full and accurate disclosures may result in disciplinary action by the Georgia State Licensing Board for Residential and General Contractors and/or criminal prosecution.

**Applicant's Signature** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**State of** \_\_\_\_\_ **County of** \_\_\_\_\_

**Subscribed and sworn to before me this** \_\_\_\_\_ **day of** \_\_\_\_\_, **200** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Notary Public** My commission expires \_\_\_\_\_

(Seal)

**IMPORTANT NOTICE: Please submit this unstapled and unfolded application in a 9 X 12 envelope.**



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AND GENERAL CONTRACTORS**  
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**TO BE COMPLETED BY EMPLOYER AND RETURNED TO APPLICANT**

**GENERAL CONTRACTOR  
EMPLOYMENT AFFIDAVIT**

O.C.G.A. §§ 43-41-6(d)(3)(A), (B) and (C) state:

“[To be eligible as a general contractor, a person must have] (A) . . . received a baccalaureate degree from an accredited four-year college or university in the field of engineering, architecture, construction management, building construction, or other field acceptable to the division **and has** at least one year of proven experience working as or in the employment of a general contractor or other proven experience deemed substantially similar by the division; (B) . . . a combination acceptable to the division of academic credits from any accredited college-level courses and proven practical experience working as or in the employment of a general contractor or other proven experience deemed substantially similar by the division equaling at least four years in the aggregate. . . . or (C) . . . a total of at least four years of proven active experience working in a construction industry related field, at least two of which shall have been as or in the employment of a general contractor, or other proven experience deemed acceptable by the division and at least one of which shall have been in or relating to administration, marketing, accounting, estimating, drafting, engineering, supervision, or project management, or functions deemed substantially similar by the division.”

**AFFIDAVIT**

I, \_\_\_\_\_  
(General Contractor)

solemnly attest and affirm that \_\_\_\_\_,  
(Applicant)

meets the above stated requirements of:

Section 43-41-6(d)(3)(A) or  Section 43-41-6(d)(3)(B) or  Section 43-41-6(d)(3)(C)

(Applicant’s Signature)

(Contractor’s Signature)

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

(Notary Public)

My Commission Expires: \_\_\_\_\_

(Seal)



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 General Contractors State of Georgia  
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**CERTIFIED PUBLIC ACCOUNTANT (CPA) REFERENCE LETTER**

**TO BE COMPLETED BY APPLICANT:**

Reference Relating to: \_\_\_\_\_  
 (Please print name of qualifying agent applying to engage in general  
 contracting in the name of a business organization)

Name of Business Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Social Security # \_\_\_\_\_ or Federal Tax ID # \_\_\_\_\_

**TO BE COMPLETED BY CPA AND RETURNED TO APPLICANT:**

The above-named individual is applying for a general contractor's license in the State of Georgia on behalf of a business organization as defined by O.C.G.A. § 43-41-2(2), for which the above named individual wishes to be a qualifying agent. I hereby certify that I have performed an:

- audit
- review
- compilation

of the business organization's financial information and that said business organization has a minimum net worth in the amount of \$150,000.00.

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Signature of Certified Public Accountant (CPA)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Certification Number

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
 Notary Public

My Commission Expires: \_\_\_\_\_

(Seal)



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REPORT OF CERTIFIED PUBLIC ACCOUNTANT FOR A REVIEW OF A QUALIFIED AGENT

State Licensing Boards Division for Residential and General Contractors  
State of Georgia  
Professional Licensing Boards Division  
237 Coliseum Drive  
Macon, Georgia 31217-3858

We have reviewed the accompanying balance sheet of \_\_\_\_\_ [COMPANY'S NAME], as of \_\_\_\_\_, \_\_\_\_\_ (give most recent financial period), and the related statements of earnings and members' equity and cash flows for the year then ended, in accordance with Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. All information included in these financial statements is the representation of the management of \_\_\_\_\_ [COMPANY'S NAME].

A review consists principally of inquiries of \_\_\_\_\_ [COMPANY'S NAME] personnel and analytical procedures applied to financial data. It is substantially less in scope than an audit in accordance with generally accepted standards, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. Accordingly, we do not express such an opinion.

Based on our review, we are not aware of any material modifications that should be made to the individual's financial statements in order for them to be in conformity with generally accepted accounting principles in the United States of America.

The additional information on the attached balance sheet presented only for analysis purposes, and has been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements. All information included in these schedules is the representation of the management of \_\_\_\_\_ [COMPANY'S NAME]. We did not become aware of any material modification that should be made to this additional information.

---

Certified Public Accountant

Date



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**Report of Certified Public Accountant for an Audit of a Qualifying Agent**

State Licensing Board for Residential and General Contractors  
 State of Georgia  
 Professional Licensing Boards  
 237 Coliseum Drive  
 Macon, Georgia 31217-3858

We have audited the accompanying balance sheet of \_\_\_\_\_  
 \_\_\_\_\_ [COMPANY NAME], as of \_\_\_\_\_, \_\_\_\_ (most recent financial period) and the  
 related statements of earnings and retained earnings and cash flows for the year then ended. These financial  
 statements are the responsibility of the Company's management. Our responsibility is to express an opinion on  
 these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards in the United States of  
 America. Those standards require that we plan and perform the audit to obtain reasonable assurance about  
 whether the financial statements are free of material misstatement. An audit includes examining, on a test basis,  
 evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the  
 accounting principles used in significant estimates made by management, as well as evaluating the overall financial  
 statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial  
 position of \_\_\_\_\_ [COMPANY NAME], as of \_\_\_\_\_, \_\_\_\_ (most  
 recent financial period), and the results of its operation and its cash flows for the year then ended in conformity  
 with generally accepted accounting principles in the United States of America.

The additional information presented on the attached balance sheet is presented for purposes of additional  
 analysis. Such information has been subjected to the audit procedures applied in the audits of the basic financial  
 statements, and, in our opinion, is fairly stated in all material respects in relation to the basic financial  
 statements taken as a whole.

\_\_\_\_\_  
 Certified Public Accountant

\_\_\_\_\_  
 Date



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**REPORT OF CERTIFIED PUBLIC ACCOUNTANT FOR A COMPILATION OF A QUALIFYING AGENT**

State Licensing Boards Division for Residential and General Contractors  
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We have compiled the accompanying balance sheet of \_\_\_\_\_  
[COMPANY'S NAME], as of \_\_\_\_\_, \_\_\_\_\_ (give most recent financial period), and  
the related statements of income and retained earnings and cash flows for the year then ended, in  
accordance with Statements on Standards for Accounting and Review Services issued by the  
American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the  
representation of management of \_\_\_\_\_ [COMPANY NAME].  
We have not audited or reviewed the accompanying financial statements and, accordingly, do not  
express an opinion or any other form of assurance on them.

\_\_\_\_\_  
Certified Public Accountant

\_\_\_\_\_  
Date





**OFFICE OF SECRETARY OF STATE  
PROFESSIONAL LICENSING BOARDS DIVISION  
237 Coliseum Drive  
Macon, Georgia 31217  
(478) 207-2440**

**CONSENT FORM**

I hereby authorize the State Licensing Board for Residential and General Contractors (“Board”) to receive any Georgia criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

\_\_\_\_\_  
Full Name (Print)

\_\_\_\_\_  
Physical Address (P.O. Boxes NOT Accepted)

\_\_\_\_\_  
Sex

\_\_\_\_\_  
Race

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

**One of the following must be checked:**

This authorization is valid for 90/180/\_\_\_ (circle one) days from date of signature.

I, \_\_\_\_\_ give consent to the Board to perform periodic criminal history background checks for the duration of my licensure with this state.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Special licensure provisions (check if applicable):

\_\_\_\_ Working with mentally disabled

\_\_\_\_ Working with elder care

\_\_\_\_ Working with children



**State Licensing Board for Residential and General Contractors**

**State of Georgia**

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**REFERENCE FOR GENERAL CONTRACTOR**

**APPLICANT SECTION** (one form for each project is required – photocopy as necessary)

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

1. List a commercial project in which you, as contractor, had general oversight and primary management responsibility for its successful performance and completion. Include project name, approximate size (sf), date, and dollar value of the commercial project you and the Architect or Engineer (of record) worked on together during the qualifying experience time period (completed within five years of the date of application or other approved by the Board):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Do you have at least two years experience coordinating multiple trades?

Yes (List the trades below)     No

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Do you have at least one year of experience holding a position in or relating to administration, marketing, accounting, estimating, drafting, engineering, supervision, or project management?

Yes     No, Explain:

\_\_\_\_\_  
\_\_\_\_\_

4. If you are a specialty contractor, do you have experience with real property improvements?

Yes (List and describe the improvements you have completed)     No

N/A (Not a Specialty Contractor)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Print Name of Applicant)

\_\_\_\_\_  
(Applicant's Signature)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

My commission expires: \_\_\_\_\_.

(Seal)

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**ARCHITECT SECTION** (To be completed by the architect/engineer of record)

1. In your opinion, did the applicant reasonably demonstrate the abilities, skills, and knowledge of general contracting on the above mentioned project(s)?

Yes  No, Explain:

\_\_\_\_\_  
\_\_\_\_\_

2. Based upon the foregoing, do you recommend that the state grant a license to conduct general contracting to the applicant, pursuant to the successful completion of the exam and any other application requirements?

Yes  No, Explain:

\_\_\_\_\_  
\_\_\_\_\_

3. Please provide any further explanation or comments regarding the applicant's abilities, skills, knowledge, and integrity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Person Completing Architect/Engineer or Other Reference's Information:**

Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

License/Registration #: \_\_\_\_\_

State of Issuance: \_\_\_\_\_

**AFFIDAVIT**

I, \_\_\_\_\_, solemnly attest and affirm that  
(Signature of Architect, Engineer or other as approved by the Board)

the above mentioned information is true to the best of my knowledge.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

My commission expires \_\_\_\_\_.

(Seal)

**APPLICANT: PLEASE CHECK THE FORM OF IDENTIFICATION BELOW THAT YOU POSSESS. RETURN THIS FORM ALONG WITH A COPY OF YOUR APPROPRIATE DOCUMENTATION.**

\_\_\_\_\_  
**Name**

Secure and Verifiable Documents Under O.C.G.A. § 50-36-2  
Issued August 1, 2011 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA”) provides that “[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

\_\_\_\_\_ A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_ A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_ A driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_ An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_ A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:  
<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_ A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_ An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_ A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

\_\_\_\_\_A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

\_\_\_\_\_A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. §50-36-2(b)(3); 22 CFR § 41.2]

\_\_\_\_\_A driver's license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

\_\_\_\_\_A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

\_\_\_\_\_In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]