



GEORGIA CONSTRUCTION INDUSTRY LICENSING BOARD

Division of Electrical Contractors

237 Coliseum Drive, Macon, GA 31217

404-424-9966

www.sos.ga.gov

ELECTRICAL CONTRACTORS RECIPROCIY APPLICATION

••• INSTRUCTIONS AND GENERAL INFORMATION •••

Applications are subject to be administratively withdrawn if any deficiencies are not submitted within 60 days of the date of the deficiency notice.

SECTION 1: PERSONAL INFORMATION

Complete all information including your preferred email address for communication with Board staff.

The Board has approved the unrestricted electrical contractor examinations given by the following: ([Board Rule 121-2-.05](#))

- Alabama Electrical Contractors Board
- Louisiana State Licensing Board for Contractors
- North Carolina State Board of Examiners of Electrical Contractors
- South Carolina Contractor's Licensing Board
- State of Tennessee Board for Licensing Contractors

Submit with your application a letter of verification from the licensing board that administered the examination. The verification must:

- include a state seal
- state that the applicant holds a current license and has passed the state examination

The following **are not accepted** by this licensing board as verification or certification for reciprocity:

- Copies of your state license, wall certificate or examination scores
 - Verification letters indicating that you have obtained your license by "grandfathering", "endorsement", or "conversion." If this is your situation, you will have to apply for a Georgia Electrical Contractor – Non Restricted license and go through the application process. You cannot apply by reciprocity.
 - Additional information regarding the requirements and limitations for reciprocity are on the next page. ([Click Here](#))
-

SECTION 2: REFERENCES

Three (3) notarized original reference forms from people that have knowledge of your work are required.

- At least one reference must be from a licensed electrical contractor.
 - No copies will be accepted, as the form must include the notarized original signatures.
 - A copy of a cover letter that can be provided to references is included in these instructions. Have each reference return the Reference Form directly to the Licensing Board at the address noted above.
 - Make additional copies of this form as needed.
-

SECTION 3: PERSONAL HISTORY

All questions must be answered. Submit only certificates showing you have completed a vocational/technical school program or copy of a diploma in Engineering Technology or related electrical field. No other education is accepted nor should it be submitted.

Submit a background check with your application. This can be obtained by going to your local law enforcement office. If you answer "yes" on the conviction question, you must submit the requested **certified** documentation.

SECTION 4: APPLICANT AFFIDAVIT

Georgia law requires that the Board verify lawful presence in the U.S. of any natural person 18 years or older who has applied for a state benefit, such as a license, certificate, or registration. See O.C. G.A. §50-36-1.

*If you are a qualified alien, please submit a copy of your qualified alien documentation to the Board office as your **Secure and Verifiable Document**.

***All licensees are required to complete and submit the attached Affidavit of Citizenship Form along with a secure and verifiable document.**

LAW AND RULES

Read the law and rules thoroughly before completing the application. See the complete law and rules at the Board's website: [LAWS, RULES](#). You are responsible for knowing the laws and rules for your profession.

A separate statewide low voltage contractor license is required of persons who contract for low voltage work (See O.C.G.A. §43-14-2 for definitions).

APPLICATION STATUS

To check the status of your application, [CLICK HERE](#), or select Licensing Services, then choose Check Application Status.

KEEP A COPY OF YOUR APPLICATION MATERIALS.

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

FEEES

The **\$30.00 non-refundable application fee + \$10 processing fee** by check or money order payable to Georgia Construction Industry Licensing Board must be included with this application. [FEE SCHEDULE](#)

Additional Reciprocity Information:

The Board will waive the normally required examination when:

- the applicant obtained their license in the other state by passing of that state's equivalent licensing exam.
- the applicant holds a current active license issued by the other state
- has had no penalties or violations of law
- submits a proper verification of licensure from the other state
- meets all other Georgia requirements for issuance of a contractor's license.



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Date Entered	_____
Receipt #	_____
Submitted \$	_____
Date Issued	_____

ELECTRICAL CONTRACTOR - APPLICATION by RECIPROCITY

Fee \$40 (\$30 application fee + \$10 processing fee) Fees are non-refundable.

Incomplete applications are subject to be administratively withdrawn if any deficiencies are not submitted within 60 days of date of deficiency notification.

This application is to apply by RECIPROCITY for a Class 2 Non-restricted Electrical Contactor License. Use a different application if you wish to apply for licensure by exam or reinstatement.

SECTION 1: PERSONAL INFORMATION

1. Legal Name to Appear on License: _____
FIRST, MIDDLE, LAST, SUFFIX

2. Name as shown on exam records, transcripts or any documentation provided to the Board including maiden name (if different):

FIRST, MIDDLE, LAST, SUFFIX/MAIDEN

3. Social Security#: [][][] - [][] - [][][][][] Date of Birth: [][] - [][] - [][][][][]
M M D D Y Y Y Y

4. Physical Address: _____
(PO BOX NOT ACCEPTABLE) NUMBER AND STREET APT#

CITY

STATE

ZIP

5. Mailing Address: _____
(if different) NUMBER AND STREET OR P.O. BOX APT#

CITY

STATE

ZIP

6. Daytime Phone#: [][][] - [][][][] - [][][][][] Business or Cell Phone#: [][][][] - [][][][] - [][][][][]

7. Email Address: _____

8. Check this box if you are a military spouse or a transitioning service member of the United States armed forces or the National Guard.

9. I have obtained licensure by examination in: Alabama License # _____
 Louisiana License # _____
 North Carolina License # _____
 South Carolina License # _____
 Tennessee License # _____

SECTION 2: REFERENCES

Applicant Name: _____

List **three (3)** people who have knowledge of your electrical experience and list their information below. At least one reference must be a licensed electrical contractor. These people will complete the Reference Form and submit it to the Board.

Ref #1 - Name:	Telephone#
Address:	Professional License#
City, State, Zip:	Issuing State:
Ref #2 - Name:	Telephone#
Address:	Professional License#
City, State, Zip:	Issuing State:
Ref #3 -Name:	Telephone#
Address:	Professional License#
City, State, Zip:	Issuing State:

SECTION 3: PERSONAL HISTORY

1. Have you received a diploma in Engineering Technology or a certificate for completion of a vocational-technical school program?
 YES NO **If YES**, attach copy of diploma or certificate.
2. Have you ever held an electrical contractors' license? YES NO **If YES**, list license type, license #, and name of State Board of Agency: _____
3. Has any licensing board or agency in Georgia or any other state ever:
 - a) Denied your issuance of licensure, renewal, or reinstatement? YES NO
 - b) Revoked, suspended, restricted, sanctioned, or probated your license? YES NO
 - c) Requested or accepted surrender of your license? YES NO
 - d) Reprimanded, fined, or disciplined you? YES NO

If YES to any #3 question, submit a letter of explanation and a **certified** copy of the action taken against your license with relevant supporting documents. Name of State Board or Agency: _____

4. **REQUIRED** - Submit a copy of your criminal background check from local law enforcement. I have done this.
5. Have you ever:
 - a) been arrested, charged, convicted, or sentenced, for any felony, misdemeanor, DUI or DWI? YES NO
 - b) entered a plea of guilty or nolo contendere for any felony, misdemeanor, DUI or DWI? YES NO
 - c) been given First Offender status for any felony, misdemeanor, DUI or DWI? YES NO

If you answered YES to any question in #5 above, you must submit the following:

- A letter of explanation for each offense; and
 - A **certified** copy of final court disposition from the county(s) in which you were arrested/convicted. Each court document should include the charges and sentencing information.
6. If you are on Probation/Parole - Submit a statement (on official letterhead) from your probation/parole officer regarding your current status. If probation/parole has been completed, submit **certified** documents from the courts verifying case closed and completion of probation/parole.

SECTION 4: APPLICANT AFFIDAVIT

Applicant Name: _____

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 Board for which I am applying for licensure and I agree to abide by these laws and rules.

By executing this affidavit under oath, as an applicant for a professional license, as referenced in O.C.G.A. § 50-36-1, administered by the Professional Licensing Boards Division, the undersigned applicant also verifies one of the following with respect to his/her application for a public benefit:

SELECT ONE:

_____ I am a United States citizen.

Please submit a copy of your current Secure and Verifiable Document(s) such as driver’s license, passport, or document as indicated on the Board’s website.

OR

_____ I am not a United States citizen.

I am either a legal permanent resident of the United States or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 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.**

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

In making the above representations under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute. I also understand that any failure to make full and accurate disclosures may result in disciplinary action by the Board for which I am applying for licensure.

Printed Name of Applicant

Signature of Applicant

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20 _____

NOTARY PUBLIC SIGNATURE
My Commission Expires:

O.C.G.A. §45-17-6 requires legible seals for notarized documents.
If an embossed seal is used a foil overlay or shading should be applied to make the seal, state, title, name, and county legible when digitized.

NOTARY SEAL



The Office of Secretary of State
Professional Licensing Boards Division
Construction Industry Licensing Boards Division

Brad Raffensperger
SECRETARY OF STATE

Gabriel Sterling
INTERIM DIVISION DIRECTOR

To Whom It May Concern:

The applicant (individual) named on the following form is applying for an Electrical Contractor license by Reciprocity in the state of Georgia and is required to furnish evidence of his or her ability, experience, and professional skill in the field of Electrical Contracting. The evidence is provided through Reference statements, and the applicant has listed you as a Reference. Your evaluation of the applicant is vital to our evaluation of their qualification for licensure. As a Reference, you must have worked directly with the applicant on projects.

Your statements must be from personal knowledge and made with the understanding of the responsibility a licensee has toward protection of the public. Please answer the questions truthfully and as fully as possible, as it is unlawful to make false statements regarding an applicant's experience.

We ask that you not allow the applicant to see your answers or comments. The information you share with us will be confidential and will not be released without specific authorization by the Division. Mail the completed Reference Form directly to the Board: Electrical Contractors Division, Attn: References, 237 Coliseum Dr., Macon, GA 31217.

Thank you for taking the time to assist this applicant with the required References. If you have any questions please contact the Board office at 404-424-9966 or email us at Trades4@sos.ga.gov.

Sincerely,

State Construction Industry Licensing Board
Electrical Contractors Division

237 Coliseum Drive ● Macon, Georgia 31217
404-424-9966 ● www.sos.ga.gov



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REFERENCE FORM

Applicant Name: _____

Your name (please print): _____

Address: _____ Phone# _____

City, State, Zip: _____ Fax# _____

1. Are you an Electrical Contractor? YES NO

If YES, License# _____ Issuing State _____

2. Are you related to the applicant? YES NO

If YES, explain: _____

3. Approximately how long have you known the applicant? From _____ to _____

4. Is the applicant connected with a firm, partnership, or corporation? YES NO

If YES, business name and address: _____

5. What has been your business connection with the applicant? _____

6. What are the applicant's character, reputation, and standing in the community? _____

7. What is the applicant's experience in installing electrical systems? _____

8. Do you know anything that would reflect adversely on the applicant's integrity or good character? YES NO

If YES, explain: _____

9. Would you employ the applicant in a position of trust? YES NO

If NO, explain: _____

10. Would you trust the applicant to install an electrical system in your home? YES NO

If NO, explain: _____

11. To your knowledge, does the applicant have 4 years of experience installing electrical systems? YES NO UNSURE

12. Do you recommend the applicant to be licensed as an electrical contractor? YES NO

If NO, explain: _____

I certify that the above statements are true and correct to the best of my personal knowledge, not made for the purpose of aiding an unqualified applicant to become licensed but with full realization of the responsibility of safeguarding the life, health and property of the public.

NOTE: By signing, you are indicating that you are personally aware of the applicant's work history and experience during the time frames listed on this form. If you do not have this knowledge, do not sign the form. Return this form directly to the Board office at the address provided.

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE
_____ DAY OF _____, 20 _____

NOTARY PUBLIC SIGNATURE
My Commission Expires:

Reference Signature