



GEORGIA CONSTRUCTION INDUSTRY LICENSING BOARD

Division of Utility Contractors

237 Coliseum Drive, Macon, GA 31217

404-424-9966

www.sos.ga.gov

UTILITY MANAGER REINSTATEMENT APPLICATION FOR LICENSE LAPSED *MORE THAN THREE (3) YEARS*

••• INSTRUCTIONS AND GENERAL INFORMATION •••

Applications are subject to be administratively withdrawn if any deficiencies are not submitted within 60 days of the deficiency notification.

SECTION 1: PERSONAL INFORMATION

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

SECTION 2: EXPERIENCE RECORD

You must document a minimum of **two (2) years** of experience as a licensed Utility Foreman in the State of Georgia or equivalent experience from another state as a manager or foreman in the field **and** at least **three (3) years** total experience for the construction, erection, alteration, or repair of utility systems at least five feet underground. A **notarized letter on company letterhead** from each employer listed in your experience record is required to verify your experience in the field for the minimum duration required for certification. See Board Rule 121-2-.08.

SECTION 3: REFERENCES

Three (3) notarized original reference forms from people that have knowledge of your utility work are required. Copies are not accepted because the form requires notarized signatures. A cover letter that can be provided to your references is included in this application packet. Have each reference return the Reference Form directly to the Board at the address above. You may make additional copies of the Reference Form and cover letter as needed.

SECTION 4: PERSONAL HISTORY; SAFETY TRAINING

Answer all questions, and submit proof of having completed 12 hours of Safety Training Courses from a Board-approved provider within the past 2 years. See Board Rule 121-2-.08. A list of approved Safety Training Courses is available on our website at www.sos.ga.gov.

You are required to submit a background check with your application. This can be obtained from your local law enforcement office or through a private background check agency. If you answer "yes" on the conviction question portion of this application, you must submit the requested **certified** documentation.

SECTION 5: 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 & 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

You are responsible for knowing the laws and rules of your profession. These can be found on the board's website - [Laws and Rules](#).
