



Check: \_\_\_\_\_

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

### WEST VIRGINIA RECIPROCITY APPLICATION

Type of License Applying For:  Electrical  HVAC  Refrigeration  Plumbing \_\_\_\_\_

**\*\*NOTE\*\* IN ORDER TO RECIPROCATATE WITH OHIO FOR AN ELECTRICAL LICENSE, THE APPLICANT MUST CURRENTLY HOLD A WEST VIRGINIA MASTER ELECTRICIAN AND CONTRACTOR LICENSE**

All applicants must have tested with West Virginia to obtain their license (s)

Full Name: First \_\_\_\_\_ Last \_\_\_\_\_ M.I. \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

West Virginia Contractor License Number: CE \_\_\_\_\_ ME \_\_\_\_\_ HVAC \_\_\_\_\_ Plumbing \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Have you ever been convicted of a felony? Yes \_\_\_\_ No \_\_\_\_

Are you a US Citizen? Yes \_\_\_\_ No \_\_\_\_ or Are you a Legal Alien? Yes \_\_\_\_ No \_\_\_\_

**NOTE: If approved and issued; you MUST assign your license to a "Contracting Company" as defined by ORC 4740.01. Please indicate the contracting company name and your job title below**

Contracting Company Name: \_\_\_\_\_

Contracting Company mailing Address: \_\_\_\_\_

Phone #: (\_\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Your Job title (circle one) Owner Employee Partner

**\*\*You must provide: a current Certificate of Liability Insurance form, including without limit, complete operations coverage, in the amount of at least five hundred thousand dollars. Along with 3 copies of permits that you or the contracting company pulled in the last 3 years installing the trade you are applying for.**

*I solemnly swear or affirm the information I have supplied on this application is complete and true to the best of my knowledge.*

Signature: \_\_\_\_\_ Print Full Name: \_\_\_\_\_

### **THIS APPLICATION MUST BE PROPERLY NOTARIZED**

Subscribed and duly sworn before me according to law, by the above named applicant: \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ in the County of \_\_\_\_\_

State of \_\_\_\_\_ Signature of Notary Public \_\_\_\_\_

\$25.00 Nonrefundable Application fee: **One Trade Per Application** Payable to: **Treasurer State of Ohio**  
Mail To: **Ohio Construction Industry Licensing Board**  
**6606 Tussing Road, P.O. Box 4009**  
**Reynoldsburg, Ohio 43068-9009**



**For Board Use Only**

**APPROVED:** \_\_\_\_\_

**DENIED:** \_\_\_\_\_