



Natural Gas Automobile Mechanics and Technicians
NATURAL GAS AUTOMOBILE
MECHANICS OR TECHNICIANS CERTIFICATION APPLICATION
 Fee \$150.00

A check or money order payable to the **TREASURER OF VIRGINIA**,
 or a completed [credit card insert](#) must be mailed with your application package.
APPLICATION FEES ARE NOT REFUNDABLE.

Select one of the following:

X	Certification by:	Trans
<input type="checkbox"/>	Exam	1005
<input type="checkbox"/>	Exam Waiver	1025

Check here if you would like to have this application **expedited**? Expedited application fee is \$250.00 plus original application fee. Total cost \$400.00. (Application will be reviewed within 2 business days.)

➤ Provide a **current or previously** issued license by Department of Professional and Occupational Regulation (if applicable):

Virginia License Number Expiration Date _____

1. Full Legal Name *

Last (required) First (required) Middle Generation

* **Required documentation:** Attach a copy of your government issued identification card.

2. Provide at least **one** of the following identification numbers*:

Social Security Number and/or - -

Virginia DMV Control Number

➤ Enter the same identification number as used on examination, previous applications or licenses on file with the department.

* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the **Virginia** Department of Motor Vehicles.

3. Date of Birth _____ (Must be at least 18 years of age.)

MM/DD/YYYY

4. Maiden or Former Name(s) _____

5. Mailing Address (PO Box accepted) _____

The mailing address will be printed on the license.

City _____ State _____ Zip Code _____

6. Street Address (PO Box **not** accepted) Check here if Street Address is the same as the Mailing Address listed above.

PHYSICAL ADDRESS REQUIRED

City _____ State _____ Zip Code _____

7. Contact Numbers _____

Primary Telephone Alternate Telephone Fax

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	2310	FILE #/LICENSE #	ISSUE DATE
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8. Email Address

Email address is considered a public record and will be disclosed upon request from a third party.

9. Do you hold a **current** or **expired** natural gas or alternative fuel vehicle mechanic or technician license, certification or registration issued by any jurisdiction of the United States?

No

Yes If yes, complete the following table and attach an original Certification of Licensure/Letter of Good Standing (dated within the last 60 of days) from each jurisdiction.

State/Jurisdiction	License, Certification or Registration Number	Expiration Date

◆ Certifications of Licensure/Letter of Good Standing, prepared by the state board or regulatory body must include: 1) the license/certification/registration number; 2) the initial date of licensure; 3) the expiration date of the license; 4) the means of obtaining licensure (i.e. exam, reciprocity, etc.); and 5) all closed disciplinary actions resulting in a violation or undetermined finding.

10. Which method are you using to qualify for the examination? Select only ONE.

One year of practical experience in the performance of services relating to the repair, conversion, or maintenance of motor vehicles that use, in whole or in part, natural gas as a fuel **and** successful completion of training program approve by the department;

*Required documentation: Attach a completed **Experience Verification Form** and documentation certifying the completion of the training program.*

A current license as a professional engineer **and** one year of practical experience in the performance of services relating to the repair, conversion, or maintenance of motor vehicles that use, in whole or in part, natural gas a a fuel;

*Required documentation: Attach a copy of your **professional engineers license** (displaying license number and expiration date) and a completed **Experience Verification Form**.*

Successful completion of an apprenticeship program which is approve by the Virginia Apprenticeship Council or the U.S. Department of Labor, with a Dictionary of Occupational Title or Standard Industrial Classification Identifier approved by the department, which includes a minimum of one year of practical experience in the performance of services relating to the repair, conversion, or maintenance of motor vehicle that use, in whole or in part, natural gas as a fuel; or

*Required documentation: Attach documentation certifying successful completion of the Apprenticeship program and a completed **Experience Verification Form**.*

An applicant with three years of practical experience in the repair, conversion, or maintenance of motor vehicles that use, in whole or in part, natural gas as a fuel.

*Required documentation: Attach a completed **Experience Verification Form**.*

11. Have you ever been subject to a **disciplinary action** taken by any (including Virginia) local, state or national regulatory body?

No

Yes If yes, complete the [Disciplinary Action Reporting Form](#).

12. A. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **felony**? *Any plea of nolo contendere shall be considered a conviction.*

No

Yes If yes, complete the [Criminal Conviction Reporting Form](#).

- B. Have you been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **misdemeanor** within three years of the date of this application? *Any plea of nolo contendere shall be considered a conviction.*

No

Yes If yes, complete the [Criminal Conviction Reporting Form](#).

By signing this application, you acknowledge that if you are not a Virginia resident, or move outside of Virginia while you hold a Virginia natural gas automobile mechanic and technician, you understand that this application serves as a written power of attorney, whereby you appoint the Director of the Department of Professional and Occupational Regulation, and his/her successors in office, to be your true and lawful agent and attorney-in-fact, in your stead, upon whom all legal process against and notice to you may be served and who is hereby authorized to enter an appearance on your behalf in any case or proceedings arising out of the trade or profession practiced; and that by submitting this application you hereby agree that any lawful process against you which is duly served on said agent and attorney-in-fact shall be of the same legal force and validity as if served upon you.

13. By signing this application, I certify the following statements:

- I am aware that submitting false information or omitting pertinent or material information in connection with this application will delay processing and may lead to license revocation or denial of license.
- I will notify the Board of any changes to the information provided in this application prior to receiving the requested license, certification, or registration including, but not limited to any disciplinary action or conviction of a felony or misdemeanor (in any jurisdiction).
- I authorize the Department to verify information concerning me or any statement in this application from any person, or any source the department may desire. I also agree to present any credentials or documents required or requested by the Department.
- I authorize any federal, state or local government agency, current or former employer, or other individual or business to release information which may be required for a background investigation.
- I have read, understand and complied with all the laws of Virginia related to this profession under the provisions of Title 54.1, Chapter 50, of the *Code of Virginia* and the *Virginia Regulations Governing Natural Gas Automobile Mechanics and Technicians*.

Signature _____ Date _____