Commonwealth of Virginia
Department of Professional and Occupational Regulation
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Virginia DPOR
DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

Board for Contractors
ADDITIONAL QUALIFIED INDIVIDUAL EXPERIENCE REFERENCE FORM

All applicants are required to declare one Qualified Individual for each license classification and/or specialty designation who (1) has the technical experience in the selected classification or specialty designation; (2) possesses the minimum number of years of experience required for the type of license requested (i.e., 2 years for Class C License, 3 years for Class B License, and 5 years for Class A License); and (3) *when required*, has passed a board-approved trade examination.

1. Business/Sole Proprietor's Name _____

2. Trade or "Fictitious" Name _____

3. Federal Employer Identification Number ☐☐ – ☐☐☐☐☐☐☐

   Sole Proprietor's Social Security No. ✴ ☐☐☐ – ☐☐ – ☐☐☐☐

4. Street Address (PO Box <u>not</u> accepted) _____

   City, State, Zip Code _____

5. Qualified Individual's Full Legal Name _____

6. Qualified Individual's Social Security No. ✴ ☐☐☐ – ☐☐ – ☐☐☐☐

7. Qualified Individual's 3-letter license/specialty classification code _____

   Refer to #15 on page 3 of the **LICENSE APPLICATION** for a complete list of codes.

8. Does the Qualified Individual listed in #5 have the number of years of experience required for a Class A, B or C License in their license classification(s) and/or specialty designation(s)?

   Yes ☐
   No   ☐   **IF NO, THIS APPLICATION CANNOT BE PROCESSED.**

9. Three references that will attest to the Qualified Individual's satisfactory completion of contracting work in their license classification and/or specialty designation.

Name	Street Address, City, State, Zip Code	Telephone Number
		( ) –
		( ) –
		( ) –

✴ 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.