

Arkansas Contractors Licensing Board
4100 Richards Road
North Little Rock, AR 72117
501-372-4661
Fax – 501-372-2247
Email – contractors.licensing.board@arkanas.gov

ARKANSAS CONTRACTORS LICENSING BOARD

RECIPROCIITY INFORMATION

The State of Arkansas has entered into reciprocal agreements with the States of Tennessee, Mississippi, Alabama, and Louisiana in order to allow qualified contractors the ability to move from state to state in the least restrictive manner. This agreement does not minimize the ability of the State of Arkansas to investigate the applicant in any way. This agreement does not relieve the contractor of the responsibility of furnishing any necessary information to the Contractors Licensing Board State of Arkansas as required.

In order to consider reciprocity when submitting a NEW APPLICATION for a contractor license in the State of Arkansas, the following requirements must be met:

1. You **must complete and submit the New Application for a license along with this form** and must have been licensed at least three (3) years from which you are seeking reciprocity. **We cannot accept forms that are signed or notarized over 90 days.**
2. The applicant must show proof of licensure in that state by providing the completed Reciprocal Form. The Contractors Licensing Board State of Arkansas retains the authority to require all necessary information by an applicant to show cause for the issuance for a contractors license in this state.
3. ***** You as the contractor are responsible to send the Reciprocal Form to the verifying state in order for the contractors licensing board in that state to complete the bottom section. You are also responsible to get that completed form to us.*****
4. The applicant must complete the *Reciprocal Form (top section)*, sign and date it, and have it notarized with notary seal/stamp and then **send it to the verifying state to be completed by that state.** ***When the form is completed send it to this office at:***

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Those applicants applying for Plumbing, Electrical, HVACR or other classifications where a trade exam may be applicable will be required to meet all requirements of the particular agency involved.

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RECIPROCAL FORM

TO BE COMPLETED BY APPLICANT.....

1. Instructions to Applicant for Reciprocal: Insert your name and address and complete the top portion of this request. The verifying state can fax/email/mail the completed form to our office.

Company Name _____
Mailing address _____
City _____ State _____ Zip _____

I am requesting licensure in the State of Arkansas as a licensed contractor. I have been licensed in the State of _____ under the following:

Company Name: _____
Qualifier Name: _____
EIN#/SS# _____ License# _____

2. Although I am not required to pass an Arkansas Business and Law Examination before becoming licensed in the State of Arkansas, I recognize that I am not exempted from the Laws of the State of Arkansas and its agencies, including the Department of Finance and Administration, Employment Security Division, Workers Compensation, and all other applicable agencies.

Dated this _____ day of _____, 20 ____.

(Signature of Owner/Officer/Member/Partner/Sole Proprietor)

Sworn to before me this: _____ day of _____, 20 ____.

(Notary Public Signature) and (SEAL / STAMP)

My commission expires: _____

TO BE COMPLETED BY VERIFYING STATE.....

**Verifying State - Please furnish the information requested. Sign and verify the document.

It is hereby verified that (company name) _____ was first licensed on ____/____/____, by the State of _____ as follows:

License# _____ Current License Status _____

Classification(s) / Specialty(s): (List or attach copy of license)

Licensed by (check one):

_____ Waiver (explain) _____

_____ Exam: Name of Qualifier _____ SS# _____

Type of Exam _____ Exam Score _____

Any Disciplinary Action(s): ___yes ___no (If yes, please attach details)

Signature of Person Filling Out Form: _____

Date Signed: _____

Agency: _____ Phone: _____

State/Agency

Seal/Stamp

Here