

HOW TO OBTAIN A NEW CONTRACTOR LICENSE



These instructions apply to new licenses only. If you wish to add a classification or a qualifying party to an existing license, please see **HOW TO ADD A CLASSIFICATION** or **HOW TO ADD A QUALIFYING PARTY**.

Every license must have at least one qualifying party for each classification of work covered by the license. If you are not currently, or do not currently employ, a qualifying party certified in the classification of work you intend to perform, please see **HOW TO OBTAIN A QUALIFYING PARTY CERTIFICATE**.

ONE: Determine the classification of license and/or certification you need to do the work you are planning to perform. License classifications are listed in the New Mexico Administrative Code, Title 14 Chapter 6 Part 6, which can be found at www.nmcpr.state.nm.us.

IMPORTANT NOTE: If you are uncertain of the proper classification, please complete Classification Determination Request form and submit it to PSI along with a detailed description of the work to be performed. If the license is needed to bid or perform work that will be awarded based on a competitive process, please also include a copy of the project scope of work.

To ensure clear communication, responses to Classification Determination Requests are not made by phone. The written determination will either be mailed or sent to you electronically.

TWO. Check with PSI to make sure that the name you intend to use on the license is available. State law prohibits the issuance of a license if the proposed name is the same as, or is substantially similar to, a name that is on a pending application or existing license. Be sure to clear the proposed name with PSI **BEFORE** registering it with the Public Regulation Commission or applying for a New Mexico tax ID number.

THREE: Submit completed packet with the correct application fee and the correct license fee. The application fee and the license fee must be submitted in two separate forms of payment such as two checks or two money orders. The application fee is non-refundable. If your application is rejected for any reason this fee will be forfeited. The complete packet must include:

1 Copy of valid qualifying party certificate, or copy of exam score report showing passing scores on exam(s) for applicable classification(s). May submit official transcript showing passing grade on business and law course administered by a CID approved school in lieu of passing score on business and law exam. If a Qualifying Party intends to qualify two or more licenses at the same time, you **MUST** submit proof of at least thirty percent (30%) common ownership between all the Licensees. Please list all company license names and numbers, and all ownership information for each license.

2 Proof of Financial Responsibility: bond, cash collateral (CD) or audited financial statement. Bond or cash collateral must be issued in the exact name shown on application.

3 Proof of New Mexico Tax ID number application with official stamp or registration certificate. Must be issued in the exact name shown on application.

(Contact the New Mexico Taxation and Revenue Department at: 827-0700)

IF A CORPORATION, LLC

4 Proof of PRC Registration. Must be in the exact name shown on application. *(Contact the New Mexico Public Regulation Commission at: 827-4500)*



IF A PARTNERSHIP (LIMITED) OR A LIMITED LIABILITY PARTNERSHIP

5 Proof of registration with the New Mexico Secretary of State (505) 827-3600.

6 Self-addressed envelope large enough and with sufficient postage (minimum of \$0.63) to return your application materials if your application is rejected. If your application is accepted, this envelope will be used to send your new license once it has been issued.

Complete packets must be delivered by hand or mail. Faxed or emailed forms will not be accepted. Submit completed packets to:

PSI 2301 Yale Blvd. S.E., Ste. C-4, Albuquerque, NM 87106 (877) 663-9267

INCOMPLETE PACKETS WILL NOT BE PROCESSED. If your packet is incomplete, incorrect or otherwise insufficient, it will be returned to you and your application fee will be forfeited.

NOTE: If you have pending administrative or disciplinary actions with CID, are not in compliance with child support or workers' compensation laws, or are under investigation for unlicensed activity, you may not be eligible for a license and your application may be placed on hold pending resolution of the issue(s).

FOUR: Once your packet has been accepted and your eligibility cleared, your application will be processed. Your license will be issued and you will receive it by USPS.

FIVE: Your license will be effective for three years from the date of issuance. Please see **How to Renew a Contractor's License** for renewal information.

