



Contractors Licensing Board
4100 Richards Road
North Little Rock, AR 72117
501-372-4661 Fax 501-372-2247
Contractors.licensing.board@arkansas.gov

Reciprocal Form Instructions

The State of Arkansas has entered into reciprocal agreements with the States of Tennessee, Mississippi, Alabama, Louisiana, and North Carolina 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. A new application and required documentation are still required to obtain a contractor license in AR.

To consider reciprocity when submitting a NEW APPLICATION (go to “apply for a contractor license”) 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 completed form IF** you meet one of the following.....
 - **-In Alabama** you must have a valid contractor license for at least one (1) year.
 - **-In Louisiana** you must have a valid contractor license.
 - **-In Mississippi** you must have a valid contractor license for at least one (1) year.
 - **-In Tennessee** you must have a valid contractor license for at least one (1) year.
 - **-In North Carolina** you must have a valid contractor license, and we can only reciprocate for the following classifications: **See page 2.**
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 contractor license in this state.
3. The applicant must complete the **Reciprocal Form (top section)**, *sign, date*, and then **send it to the verifying state to be completed by that state. When the form is completed by both parties, send it to the address listed above.**
4. ****You as the contractor are responsible to send the Reciprocal Form to the verifying state for that contractor licensing board to complete the bottom section. You are also responsible to get that completed form back to us. ****

****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 that agency involved.**

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In North Carolina you must have a valid contractor license, and we can only reciprocate for the following classifications.

Equivalent Classifications

- Building Contractor (NC) – Building (AR)
- Residential Contractor (NC) – Residential Building Contractor (AR)
- Highway Constructors (NC) – Highway, Railroad, Airport (AR)
- Public Utilities Contractor (NC) – Municipal and Utility Construction (AR-Commercial)

Specialty Classifications

- Concrete Construction (NC) – Concrete (AR)
- Insulation (NC) – Insulation (AR)
- Interior Construction (NC) – Interior Work (AR-Commercial)
- Masonry Construction (NC) – Masonry (AR)
- Roofing (NC) – Roofing (AR)
- Grading and Excavating (NC) – Grading & Drainage, Excavation (AR-Commercial)
- Boring and Tunneling (NC) – Boring, Tunnels, Shafts (AR-Commercial)
- Water Lines and Sewer Lines (NC) – Water and Sewer Lines (AR-Commercial)
- Water Purification and Sewer Disposal (NC) – Water, Sewage Plants & Sewer Disposal (AR-Commercial)
- Marine and Freshwater Construction (NC) – Marine (AR-Commercial)
- Railroad Construction (NC) – Highway, Railroad, Airport Construction (AR-Commercial)
- Metal Erection (NC) – Steel, Alloy, Ornamental, Metal Fabrication, Welding (AR)
- Swimming Pools (NC) – Swimming Pools, Spas (AR)
- Asbestos (NC) – Asbestos (AR-Commercial)
- Wind Turbine (NC) – Wind Turbines (AR-Commercial)



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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. **We cannot accept forms that are notarized over 90 days from date received.**

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: _____

Company EIN: _____ License# _____

Business & Law Qualifier Name: _____

SS# _____

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.

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

BELOW 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)

Business & Law Score (check one):

_____ Waiver(explain) _____

_____ Exam: Name of Qualifier _____ SS# _____

Exam Score _____

Any Disciplinary Action(s): ____yes ____no (If yes, please attach details)

Signature of Person Filling Out Form: _____

Date Signed: _____

State/Agency
Seal/Stamp Here