



NEVADA STATE CONTRACTORS BOARD

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www.nscb.state.nv.us

NOTICE OF REQUIREMENT TO FILE QUALIFIED INDIVIDUAL VERIFICATION

In order to ensure that the license records of the Nevada State Contractors Board are accurate, we are requiring each licensee's "Qualified Individual" to complete a "Qualified Individual Verification" form.

Nevada Revised Statute (NRS) 624.260(2)(3)(4) outlines the provisions concerning "Qualified Individual" as follows:

"2. An applicant or licensee may qualify in regard to his experience and knowledge in the following ways:

- (a) If a natural person, he may qualify by personal appearance or by the appearance of his responsible managing employee.
- (b) If a copartnership, a corporation or any other combination or organization, it may qualify by the appearance of the responsible managing officer or member of the personnel of the applicant firm.

If an applicant or licensee intends to qualify pursuant to this subsection by the appearance of another person, the applicant or licensee shall submit to the Board such information as the Board determines is necessary to demonstrate the duties and responsibilities of the other person so appearing with respect to the supervision and control of the operations of the applicant or licensee relating to construction.

3. The natural person qualifying on behalf of another natural person or firm under paragraphs (a) and (b) of subsection 2 must prove that he is a bona fide member or employee of that person or firm and when his principal or employer is actively engaged as a contractor shall exercise authority in connection with his principal or employer's contracting business in the following manner:

- (a) To make technical and administrative decisions;
- (b) To hire, superintend, promote, transfer, lay off, discipline or discharge other employees and to direct them, either by himself or through others, or effectively to recommend such action on behalf of his principal or employer; and
- (c) To devote himself solely to his principal or employer's business and not to take any other employment which would conflict with his duties under this subsection.

4. A natural person may not qualify on behalf of another for more than one active license unless:

- (a) One person owns at least 25 percent of each licensee for which he qualifies; or
- (b) One licensee owns at least 25 percent of the other licensee."

The completed form must be returned with your license renewal application. **Each person listed on the renewal application as a "Qualified Individual" must complete the Qualified Individual Verification form.**

If a "Qualified Individual" is no longer associated or employed with a licensee, the Board must be notified in writing, within ten (10) days of the cessation of association or employment under the provisions of NRS 624.285.

Additional information regarding the purpose of this form is available on our website: www.nscb.state.nv.us

QUALIFIED INDIVIDUAL VERIFICATION

I, _____, am the Qualified Individual for Nevada State
(print name)
Contractor's license number _____ .

I certify under penalty of perjury that I will act in the capacity of the qualified individual for this licensee and perform the duties required of me pursuant to Chapter 624 of the Nevada Revised Statutes and Nevada Administrative Code, Chapter 624. If, at any time, I cease to be employed by, or associated with this company, I will immediately provide written notification to the State Contractors Board.

Print Name of Qualified Individual

Signature of Qualified Individual

Date