

INSTRUCTIONS
APPLICATION FOR ARKANSAS PLUMBER LICENSES

All plumber applications must be reviewed by the Committee of Plumbing Examiners at their regular monthly meetings. Applicants will be notified by mail as to the disposition of the Committee's decisions. Approved applicants will receive a Notification of Examination. Denied applicants will receive a letter of explanation.

1. Complete the entire application in a legible manor.
2. Give your full legal name. If you go by another name / nickname, show it in parenthesis.
3. Include your Social Security Number and date of birth. Provide a photocopy of your driver's license or other photo identification. (Social Security Numbers are required by State Law.)
4. Include your home, work and cell phone numbers. Include your email address if applicable. Give your complete permanent address. All correspondence from this office will be mailed to this address. It is your responsibility to keep this office advised of your current address, should it change.
5. Provide work experience including full names and addresses of employers and dates of employment.
6. An application for a license equivalent to one you hold in another state or jurisdiction, must be accompanied by a completed Request for Verification of License Form or current official documentation with equivalent content. Also provide a photocopy of the out of state license. Licenses acquired by reciprocity will not be considered.
7. Applications from unlicensed persons, other than those enrolled in the Arkansas Plumbing Apprenticeship Program, shall be accompanied by affidavits from current or former employers attesting to your work background as a plumber. The affidavits shall be notarized and on company letterhead.
8. Active duty military service members stationed in Arkansas; military veterans returning to Arkansas that have been discharged less than one year; and spouses of such service members or veterans may be eligible for reciprocity. Provide verification of transfer or discharge and Request for Verification of License Form or current official documentation with equivalent content. Also provide a photocopy of the license.
9. Include Examination fees with your application.

