

### Where to Apply for a Supervisor Certificate:

- **Online** at [www.denvergov.org/contractorlicensing](http://www.denvergov.org/contractorlicensing)
- **In person** at the Contractor Licensing desk on the 2<sup>nd</sup> floor of the Webb Municipal Building, 201 W. Colfax Ave., Denver, CO 80202.
- Or, **by mail** to Contractor Licensing, 201 W. Colfax Ave., Dept. 205, Denver, CO 80202.

Applications submitted online or in person will take approximately 7-10 business days for review. Mail-in applications may take up to 14 business days. Please do not submit payment with your initial application.

### Steps to Apply:

1. Read the standards and requirements that apply to your certificate type to confirm you meet the minimum experience requirements. These are available by request or by visiting the contractor licensing website.
2. Complete the application on page 2. Be sure to write the full title of the specific certificate you are applying for on the title line; do not write just "Supervisor." Illegible or incomplete applications will not be accepted.
3. Attach notarized letters from previous/current employers documenting how you meet the certificate's minimum experience requirements. Letters must be original, typed, and on company letterhead. You may submit as many letters needed to document your field experience. If you are the company owner, officer, or member, or are self-employed, you may submit notarized letters from customers who have hired you for the work covered by the certificate, but not from other members of your company, subcontractors, or vendors.

Notarized letters must contain the following information:

- A list of your exact duties, projects performed, and equipment operated;
  - Addresses for each project; and
  - Start and end dates (month and year). Projects should have been completed within the last 10 years.
4. As required by state law, complete the Affidavit of Lawful Presence on page 4 and attach a photocopy of your "Secure and Verifiable Identification." The list of acceptable ID documents is provided on page 4. Certificate applications submitted online, by mail, or brought to the office by someone other than the applicant must have the Affidavit of Lawful Presence and the Secure and Verifiable Identification photocopy notarized.

**Application Approval/Denial:** After your application is reviewed, you will be notified by email of whether it was accepted or denied. If denied, you may reapply and will receive instruction on any additional information needed. Applicants denied a second time must wait six months before applying a third time.

**ICC Exams:** Some certificate types require the applicant to pass an ICC exam. For these applicants, you will have 90 days after your application is approved to submit a copy of your ICC Pass Letter. Certificates will not be available until after this is received.

**Payments:** Current fee amounts are available on the contractor licensing website. Please do not submit payment until after you are notified that your application was approved. Applicants who are receiving multiple certificate types must pay for each certificate separately.

Please type or print in ink.

Certificate Title: \_\_\_\_\_

Applicant's Full Legal Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Street number, name) (City, state) (Zip code)

Birth Date: \_\_\_\_\_ Phone: \_\_\_\_\_  
(mm/dd/yyyy)

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
**This email address is where you will receive notifications of application status.**

*If you have a registered company:*

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_  
(Street number, name) (City, state) (Zip code)

**Do not write in this space.**

Cert. #: \_\_\_\_\_

Approved:  Denied:

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CPD Staff: \_\_\_\_\_

Date: \_\_\_\_\_

### EDUCATION

GED Certificate #: \_\_\_\_\_ Date Test Taken: \_\_\_\_\_ Place Test Taken: \_\_\_\_\_

	From		To		Full time	Part time	Total hours completed	Degree or certificate received	Area of study
	Mo.	Yr.	Mo.	Yr.					
High School Name & Address:									
Business/Trade School Name & Address:									
College/University Name & Address:									
Other School Name & Address:									
Apprenticeship Training Name & Address:									

### EXPERIENCE

**Start with your current job** and describe the work you performed. Indicate the time spent on qualifying work if part-time. Describe type and size of equipment serviced, maintained, or installed. Incomplete applications will not be accepted. Attach additional pages if necessary.

(1) Employer Name: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
 Employer Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Dates of employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Duties performed:

(2) Employer Name: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
 Employer Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Dates of employment: From: \_\_\_\_\_ To: \_\_\_\_\_  
 Duties performed: \_\_\_\_\_

(3) Employer Name: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
 Employer Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Dates of employment: From: \_\_\_\_\_ To: \_\_\_\_\_  
 Duties performed: \_\_\_\_\_

**PREVIOUS LICENSES/CERTIFICATES**

Licenses/certificates previously held Type:	Class:	Years From:	To:	Issued by: (city, state or other)	Lic./Cert. #:

Have you ever had a license or certificate revoked in Denver or elsewhere? Yes  No

If yes, give detail:

Have you ever been fined more than \$50 or received a jail sentence for any law violation other than traffic tickets?

Yes  No  If yes, give detail:

*Statements made in this application are subject to verification. False or misleading statements may be cause for denial of this application, or if a certificate is granted, revocation thereof upon discovery. I certify that all statements made in this application are true and correct to the best of my knowledge and belief, and are made in good faith:*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Certificates are issued by authority of the Denver Building and Fire Code (“Denver Building Code Amendments”).

**Please note:** If the application is denied, applicants may reapply. Applicants denied twice must wait six months before reapplying a third time.



DENVER THE MILE HIGH CITY

Community Planning and Development Office of the Manager Contractor Licensing 201 W Colfax Ave, Dept 205 Denver, CO 80202 p: 720-865-2770 f: 720-865-2791 www.denvergov.org

AFFIDAVIT OF LAWFUL PRESENCE IN UNITED STATES

I, \_\_\_\_\_, swear or affirm under penalty of perjury under the laws of the State of Colorado that (check one):

- I am a United States citizen, or
I am a Permanent Resident of the United States, or
I am lawfully present in the United States pursuant to Federal Law, according to the following type of authorization:

I understand that this sworn statement is required by law because I have applied for a license or permit which falls under the definition of a public benefit. I understand that Colorado state law requires me to provide one of the following forms of proof that I am lawfully present in the United States prior to receipt of this benefit:

- Any Colorado Driver License, Colorado Driver Permit or Colorado Identification Card, expired one year or less.
Out-of-state photo driver's license or photo identification card, photo driver's permit expired 1 year or less.
U.S. Passport expired less than 10 years.
Valid foreign passport with I-94 or valid processed for I551 stamps.
Valid I551 Resident Alien/Permanent Resident card. No border crosser or USA B1/B2 Visa/BCC cards.
Valid I688 Temporary Resident, I688B, and I766 Employment Authorization Card with intact photo.
Valid US Military ID (active duty, dependent, retired, reserve and National Guard).
Tribal Identification Card with intact photo. (U.S. or Canadian).
Certificate of Naturalization with intact photo.
Certificate of (US) Citizenship with intact photo.

I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute § 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is received. Furthermore, I understand it is unlawful for me to offer, use or attempt to offer or use any evidence of my identification where such identification is false, fraudulent or incorrect in any manner or way, or which misrepresents me, or which does not belong to me, or which is altered, forged, defaced, or changed in any respect; except such changes as are required or authorized by law; such unlawful use or offer of false identification is punishable under the criminal laws of the City & County of Denver under Denver Revised Municipal Code § 38-3.

IF NOT APPEARING IN PERSON, SIGNATURE ON THIS AFFIDAVIT MUST BE WITNESSED BY NOTARY AND A PHOTOCOPY OF THE IDENTIFICATION YOU ARE SUBMITTING MUST ALSO BE NOTARIZED.

Signature of Affiant Date
STATE OF COLORADO )
CITY AND COUNTY OF DENVER ) S.S. SEAL

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

NOTARY PUBLIC: \_\_\_\_\_ My commission expires: \_\_\_\_\_

