Minnesota Department of Labor and Industry
Construction Codes and Licensing Division
Licensing / Boiler
443 Lafayette Road No.
St. Paul, MN 55155

Email: dli.license@state.mn.us
Website: www.dli.mn.gov
Phone: (651) 284-5034

DEPARTMENT OF LABOR AND INDUSTRY

Boiler Engineer Personal License Examination Application

Application Fee = $50.00

PAID APPLICATION FEE IS NOT REFUNDABLE

CASH IS NOT ACCEPTED BY MAIL OR WALK-IN

MAKE CHECK OR MONEY ORDER PAYABLE TO:
MINNESOTA DEPARTMENT OF LABOR & INDUSTRY

SELECT THE LICENSE YOU ARE APPLYING FOR:

- ☐ Chief A Class ☐ 1A Class ☐ 2A Class
- ☐ Chief B Class ☐ 1B Class ☐ 2B Class
- ☐ Chief C Class ☐ 1C Class ☐ 2C Class
- ☐ Special Engineer ☐ Historical Boiler Engineer

Is this a license exam retest? ☐ **YES** ☐ **NO**
If YES, submit application form and fee.
Affidavit form is not required.

PRINT IN INK OR TYPE
MAKE A COPY OF THIS APPLICATION FOR YOUR RECORDS

OFFICE USE ONLY

Account Number 632448	**STK** B42BOILLIC
Check Number	**Amount Paid**
☐ **PCK** ☐ **CCK** ☐ **MO**	**DLI Deposit Date**
NOTICE: Pursuant to Minnesota Statute § 604.113, checks returned for nonpayment will be charged a $30 service charge and may subject the issuer to additional civil penalties.	
APPLICATION NUMBER:	**LICENSE NUMBER:**

BOILER LICENSE NUMBER

In the space below, enter Minnesota boiler engineer license number(s) currently held, if applicable. (An applicant for a Special Engineer license has no number to enter.)

MINNESOTA BOILER ENGINEER LICENSE NO.

AFFIDAVIT OF OPERATING EXPERIENCE

- ☐ No affidavit required – Special Engineer
- ☐ Historical boiler engineer affidavit
- ☐ Boiler engineer license affidavit (all chief class, 1st class, and 2nd class license applications require an affidavit)

U.S. MILITARY OPERATING EXPERIENCE

Applicants may apply their boiler operating experience in the U.S. Armed Forces toward qualifying for a boiler license.

☐ DD-214 and supporting documentation

The information you as an individual provide in this application will be used by Department of Labor & Industry staff members to determine if you meet the Department's registration requirements. Minnesota Statute § 270C.72 Subd. 4 requires you to provide your social security number on this application. The other information is being requested for purposes of processing your application. With the exception of your Social Security number, you are not legally required to supply the requested data on this application; however, failure to provide the requested information may delay the processing of your application or result in the denial of the same. Except for your name and designated address, the information you provide on this application is private data while the application is pending. Disclosure of this information to others may occur as authorized or required by law, including but not limited to the Attorney General's Office, the Department of Revenue, the Department of Human Services, upon court order, and/or for the purpose of verification and investigation. Once you are registered, the information you provide, other than your Social Security Number and non-designated address, becomes public data and may be released to anyone upon request.

SOCIAL SECURITY NUMBER	**DATE OF BIRTH (MM/DD/YYYY)**	**AREA CODE & PHONE NUMBER**	**E-MAIL ADDRESS**

LEGAL LAST NAME	**SUFFIX (JR, SR, II, III)**	**LEGAL FIRST NAME**	**LEGAL MIDDLE NAME**

RESIDENTIAL ADDRESS			**PUBLIC MAILING ADDRESS** (if different from residential address)		
CITY	**STATE**	**ZIP CODE**	**CITY**	**STATE**	**ZIP CODE**

Is the Residential address above a non-designated (private) address? ☐ Yes ☐ No If **yes**, then you must provide a designated (Public) mailing address.

APPLICANT SIGNATURE	**DATE SIGNED (MM/DD/YYYY)**

This material can be made available in different forms, such as large print, braille or on a tape.

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DEPARTMENT OF LABOR AND INDUSTRY

Boiler Engineer License Affidavit

(Chief, First Class, and Second Class Licenses)

I, _____, upon oath duly administered, declare that to my personal knowledge,
(*chief engineer, second class engineer or higher or employer)

the applicant: _____ of: _____
(city and state)

operator's license number _____ (of Applicant, if applicable)

Note: Do not use manufacturers horsepower ratings. For Licensing purposes, 10 square feet of heating surface = One Boiler Horsepower, or if H.S. cannot be discerned, 67,000 btu/hr input = One Boiler Horsepower. Reference rule 5225.1000. **For high pressure A or B licenses, one year is equal to 2000 hours**, reference rule 5225.0550, Subp. 10. **Minnesota Residents:** may only claim operating experience gained while the applicant had a valid license.

HAS ACTUALLY OPERATED A

STEAM BOILER PLANT

Total Horsepower	Maximum Working Pressure (psi)	From Month Day Year	TO (must have end date) Month Day Year

and/or **HOT WATER BOILER PLANT**

BTU Input/KW/Horsepower	Pressure	Temperature	From Month Day Year	TO (must have end date) Month Day Year

And (if application) STEAM ENGINES OR STEAM TURBINES

Total Horsepower	From Month Day Year	To Month Day Year	**Total Hours**	

HIGH PRESSURE

Total High Pressure Boiler Operation Hours	From Month Day Year	To Month Day Year	**Total Hours**	

Pursuant to Minn. Stat. § 326B.082, subd. 11(b)(2), submission of a false or misleading experience affidavit or other document relating to a license application provides cause for a civil penalty of up to $10,000 as well as the suspension or revocation of the license(s) of any person involved in such a submission.

*Name of Engineer or Manager (required)	License Number or Title (required)	Work Telephone Number

Employer Name – where building is located (required)	Employer Address – where building is located (required)

City	State	Zip Code

*This affidavit must be completed by a Chief Engineer, 1st Class Engineer, 2nd Class Engineer or by a Manager.

Subscribed and sworn to before me on the _____day of _____, in the year 20 ___

by _____
(*Signature of chief engineer, 1st class engineer, 2nd class engineer or manager)

Signed _____ _____
(Notary Public) (Stamp)

The information provided on this form is used to determine if the applicant meets the license requirements. The requested information is required to process the license application. Failure to provide the requested information may delay the processing of license application or may be grounds for denying your application. Under M.S. § 13.41, the information that is provided on this form, except for the applicant's name and address, is private data while the application is pending. Disclosure of this information to others may occur as authorized or required by law, including the Attorney General's Office, the Department of Revenue, the Department of Human Services, and/or for the purpose of verification and investigation. Once the applicant is licensed, the information becomes public data and will be part of the agency's permanent records.

This material can be made available in different formats, such as large print, braille or on audio.

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DEPARTMENT OF LABOR AND INDUSTRY

Instructions for Completing the Boiler Affidavit

Affidavit(s) must be fully completed in type or ink, notarized and returned to our office with the appropriate exam fees and application. The applicant should retain a copy for his/her personal records.

EXAM fees are **NONREFUNDABLE and are good for one year from notification letter.** Make sure that your affidavit(s) are complete and accurate in showing your actual boiler operating experience. No credit can be given for the time that is not verified by your affidavit(s). Affidavit(s) must cover the minimum time requirement for the license applied for.

Affidavits must be filled out by your previous employers and/or your current employer, indicating the amount of time served as an operating engineer, as defined in Minnesota Rules, Chapter 5225.

MINNESOTA RESIDENTS MAY ONLY CLAIM OPERATING EXPERIENCE GAINED WHILE THE APPLICANT HAD A VALID LICENSE

Military or Maritime service does not require the completion of an affidavit. You may submit your DD214(s) or documentation from military or maritime service verifying actual operating experience. For additional information regarding military or maritime documented experience, please contact our office at (651) 284-5034.

Below is an example of an entry on a boiler affidavit in which the applicant would be qualified to take a 2C examination:

STEAM BOILER PLANT

Total Horsepower	Maximum Working Pressure (psi)	From			TO (must have end date)		
		Month	Day	Year	Month	Day	Year
15	15	06	01	2016	06	01	2017

NOTES:

- Do not use manufacturers horsepower ratings. For Licensing purposes, 10 square feet of heating surface = One Boiler Horsepower, or if H.S. cannot be discerned, 67,000 btu/hr input = One Boiler Horsepower. Reference rule 5225.1000. **For high pressure A or B licenses, one year is equal to 2000 hours**, reference rule 5225.0550, Subp. 10. **Minnesota Residents:** may only claim operating experience gained while the applicant had a valid license.
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APPLICATION:

- All fields must be fully completed, signed and notarized.
- Exam application fee may be submitted via online at www.dli.mn.gov, by check or money order payable to Department of Labor and Industry. Please do not send cash.

AFFIDAVITS:

- Must be signed and notarized properly with a current commission expiration date.
- All pertinent fields must be fully completed.
- This affidavit should be completed and signed by the Chief Engineer of the Plant. If there is not a Chief Engineer at the location the affidavit may be completed and signed by an individual possessing a 1st Class, 2nd Class or Managing Employer.
- Must complete total operating experience in one of the following categories: Steam Boiler Plant, Hot Water Boiler Plant; Steam Engines/Steam Turbines or High Pressure Hours. Note: Make sure total hours are recorded.
- Required total amount of time shown with specific dates of employment indicated.
- All licenses with the exception of a Special Engineer license require submission of both an exam application and affidavit(s).