

Construction Codes and Licensing Division  
Licensing and Certification Services  
443 Lafayette Road North  
St. Paul, MN 55155



CC0517

Mailing Address:  
PO Box 64217  
St. Paul, MN 55164-0217

## Qualifying Person Designation Form

E-mail: [dli.license@state.mn.us](mailto:dli.license@state.mn.us)  
Web Site: [www.dli.mn.gov](http://www.dli.mn.gov)  
Phone: (651) 284-5034

### License Type:

- Residential Builder (BC)       Residential Roofer (RR)  
 Residential Remodeler (CR)

**CHECK BOX** if this is a Change of Qualifying Person. You must also complete the Application for Change of Qualifying Person Designation packet which includes the **Background Disclosure Form** and the **BCA Form** for the NEW Qualifying Person. This packet is located on our website at [http://www.dli.mn.gov/sites/default/files/pdf/qp\\_register.pdf](http://www.dli.mn.gov/sites/default/files/pdf/qp_register.pdf)

The information you as an individual provide in this form will be used by Department of Labor & Industry staff members to determine if you meet the Department's registration requirements. The information is being requested for purposes of processing your application. You are not legally required to supply the requested data on this form; 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 form 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 non-designated address, becomes public data and may be released to anyone upon request.

**QUALIFYING PERSON INFORMATION** - The qualifying person is also responsible for taking [14 hours of CCLD-approved continuing education](#) which includes one hour of energy in order to renew the company's license every two years.

**\*QUALIFYING PERSON REGISTRATION NUMBER** Search an individual's name on DLI website <https://secure.doli.state.mn.us/lookup/licensing.aspx>

<b>FULL LEGAL LAST NAME</b> (including suffix Jr., Sr., I, II, etc)		<b>FULL LEGAL FIRST NAME</b>		<b>MI</b>
<b>RESIDENTIAL ADDRESS</b>		<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
<b>PUBLIC MAILING ADDRESS</b> (if different from residential address)		<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
<b>SOCIAL SECURITY NUMBER</b>	<b>*QP REGISTRATION #</b>	<b>DAYTIME TELEPHONE</b>	<b>E-MAIL ADDRESS</b>	

### BUSINESS LICENSE INFORMATION

**LEGAL BUSINESS NAME OF CONTRACTOR** (Individual name only if no company name used)

**DBA NAME** (Doing business as name / assumed name – if applicable)

<b>BUSINESS ADDRESS</b> (PO Box must include street address)	<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
<b>CONTRACTOR LICENSE NUMBER</b>	<b>BUSINESS TELEPHONE NUMBER</b>		

Are you the qualifying person for more than one business entity?       Yes       No

If you have checked "Yes" above, you must disclose the business entity for which you are the qualifying person.

<b>LEGAL BUSINESS NAME</b> (licensed by Department of Labor and Industry)	<b>LICENSE NUMBER</b>
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**For an individual to act as the QP for more than one entity there must be at least 25% common ownership among the entities. On the line below, provide the name of the individual or entity that owns at least 25% of the business entities for which you will act as QP:**

**PRINT NAME:** \_\_\_\_\_

This is to verify that I am the designated qualifying person for the contractor named above pursuant to M.S. § 326B.805 and, as such, I have fulfilled the examination requirements; and shall fulfill the continuing education requirements on behalf of the licensed contractor; and shall notify the department 15 days in advance of resigning as the qualifying person with said contractor or immediately upon termination by the contractor.

I further verify that, if I am not identified as an owner, partner, officer, or member of the contractor named above, I am a managing employee as required in M.S. § 326B.805, Subd. 4 who is regularly employed by the licensee and is actively engaged in the business of residential contracting, residential remodeling, residential roofing or manufactured home installing on behalf of the licensee.

I understand and accept that the Department of Labor and Industry under M.S. § 326B.082 may revoke, suspend or limit this license if I knowingly and willfully made a false statement in this application or otherwise violate the provisions of M.S. § 326B.801 to 326B.89, all rules adopted under these sections, as well as all orders issued under M.S. § 326B.082.

<b>SIGNATURE OF QUALIFYING PERSON</b> (mandatory)	<b>DATE</b>
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CC0513

Construction Codes and Licensing Division  
Licensing and Certification Services / Residential  
PO Box 64217  
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### Background Disclosure Form Business / Contractor / Qualifying Person

E-mail: [DLI.License@state.mn.us](mailto:DLI.License@state.mn.us)  
Web Site: [www.dli.mn.gov](http://www.dli.mn.gov)  
Phone: (651) 284-5034

**This form must be completed by every APPLICANT.** "APPLICANT" as defined by MS § 326B.83 Subd. 2 includes all employees who exercise management or policy control over the residential contracting, residential remodeling, residential roofing, or manufactured home installation activities in the state of Minnesota, including affiliates, partners, directors, governors, officers, limited or general partners, managers, all shareholders holding more than ten percent of the shares that have been issued, a shareholder holding more than ten percent of the voting power of the shares that have been issued, or all members holding more than ten percent of the membership interests that have been issued or more than ten percent of the voting power of the membership interests that have been issued.

Minnesota Statutes § 326B.83, subd 2, requires the disclosure of certain criminal, civil action, and financial information from the legal business entity applying to be licensed and its directors, officers, members, limited or general partners, controlling shareholders or affiliates. 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 denial of the same. The information provided by individuals on this form is private data on individuals while the application is pending and then becomes public data after the license is issued. Disclosure of this information to others may occur as authorized or required by law, upon court order, and/or for the purpose of verification and investigation. Failure to submit the Business/Contractor Background disclosure form, failure to disclose any material information, or making false or misleading statements with respect to any material fact is cause to deny, suspend or revoke the license.

LAST NAME		FIRST NAME		MIDDLE NAME		DATE OF BIRTH	
PHYSICAL STREET ADDRESS (no PO Box)				CITY	STATE	ZIP CODE	COUNTY
LEGAL BUSINESS NAME and DBA						TELEPHONE NUMBER	

**Work History for the past five years (attach additional pages if necessary)**

Business Name	Description of Employment	Dates of Employment	
		From	To

**If you answer yes to any of the questions below you must attach documentation providing details to enable the Department to evaluate your application fairly and completely.** Please attach this documentation directly to your application. NOTE: failure to provide this documentation may significantly delay the processing of your application and may eventually result in the application being denied.

- Have you ever held any occupational or professional license in any state including Minnesota?  
If Yes, list the state(s) and the license type(s) for each license you've held. \_\_\_\_\_  Yes  No
- Have you, as the applicant, qualifying person, or any employee ever had a professional or vocational license reprimanded, censured, limited, conditioned, refused, suspended or revoked, or have you ever been the subject of any administrative action or been affiliated with a business entity that has had action taken against it?  Yes  No
- In the past 10 years, have you been charged with, pleaded to or been convicted of any criminal offense in any state or federal court? Include any felonies, gross misdemeanors or misdemeanors, but do not include any traffic violations (including DUI or DWI).  Yes  No
- Have you ever been named as a debtor in a judgment arising from a civil action involving allegations of fraud, construction defect, misrepresentation, negligence, breach of contract, or conversion of funds?  Yes  No
- Have you as the applicant, managing employee or qualifying person ever filed for bankruptcy or protection from creditors or have any unsatisfied judgments against you or a business entity with which you have been affiliated?  Yes  No
- Has there been a sale or transfer of the business or any other change in ownership, control, or business name within the last five years?  Yes  No

**CERTIFICATION**

I certify that all of the information submitted on this disclosure and attachments is true and complete and that this document has not been changed in any manner from the form adopted by the Department of Labor and Industry.

SIGNATURE OF APPLICANT (mandatory)	TITLE (mandatory)	DATE
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