



HOW TO ADD A QUALIFYING PARTY TO AN EXISTING LICENSE

Submit a completed Status Change request. The submission must include:

- A completed Status Change Form, signed by an individual who has signing authority for the licensee, and by the new qualifying party.
- **The application must be properly notarized. Only originals are accepted.**
- Correct fee. Fee may be prorated, please contact PSI.
- A copy of a valid QP certificate, or if a new QP, the passing exam score report for all required exam(s), for the classification(s) to be added. If a qualifying party intends to qualify for two or more licenses at the same time, you **MUST** submit proof of at least (30%) common ownership between all the Licensees. Please list all company license names and numbers, and all ownership information for each license. (There is a common ownership letter available online).
- Self addressed envelope (letter-size) with sufficient postage. This envelope will be used to send your request back to you if your submission is rejected, or to send your new certificate(s) after it has been processed.

*PLEASE NOTE: If adding an existing unattached QP, the QP must be within the two (2) year eligibility grace period. If adding a new QP that has never been attached to a license, the QP exam score(s) are valid for only one year.

PSI
2301 Yale Blvd. S.E. Suite C-4
Albuquerque, NM 87106
877-663-9267

*Complete submissions must be delivered by hand or mail. Faxed or emailed forms will not be accepted.

INCOMPLETE SUBMISSIONS WILL NOT BE PROCESSED. If your packet is incomplete, incorrect, or otherwise insufficient it will be rejected, and returned to you along with a statement of the reason for rejection. Applications that are rejected and returned to you for correction are considered not submitted.