



HOW TO DROP A QUALIFYING PARTY FROM 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, or by the qualifying party who is being deleted from the license.
- **The application must be properly notarized. Only originals are accepted.**
- 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 confirmation your request has been processed.

***PLEASE NOTE THE CONSEQUENCES OF DELETING A QP:**

1. When a license loses its qualifying party (if the QP being dropped is the only one attached to the license), the license will be suspended for 120 days effective on the date of the QP deletion.
2. If a QP with the appropriate classification is not attached to the license within the 120 day suspension period, the license will be automatically cancelled at the end of the 120 day suspension period.
3. A license will not be considered to have a QP attached until PSI has approved the change and notified the licensee that a new QP has been added to the license. Please see: HOW TO ADD A NEW QUALIFYING PARTY TO AN EXISTING LICENSE.
4. A deleted QP has 2 years from the date of deletion from a license to attach another valid contractor's license. Thereafter, the QP certificate will be automatically cancelled.

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

PSI
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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 corrections are considered not submitted.