



HOW TO RENEW A CONTRACTOR LICENSE

Your New Mexico contractor license will expire every three years, effective on the last day of the month in which it was issued. For example, if your license was issued on November 4, 2006, it will expire on November 30, 2009.

PLEASE NOTE: Renewal forms will be sent only to your address of record. If you do not renew before your expiration date, a suspension notice in the form of a renewal application will be sent to you again 15 days after your expiration date. If you have moved and have not completed the change of address of record procedure, you may not receive renewal forms. **WHETHER OR NOT YOU RECEIVE NOTICE OF RENEWAL IT IS YOUR RESPONSIBILITY TO RENEW YOUR LICENSE ON TIME. YOUR LICENSE WILL EXPIRE IF NOT PROPERLY RENEWED.**

Once you receive a renewal application, please submit to PSI with the following items:

- Renewal application: must be complete, legible, signed by an individual who has authority to sign for the licensee and by the qualifying party(s) on the license for each classification. You must correct any information that is printed on the form that is no longer correct.
- **The application must be properly notarized. Only originals are accepted.**
- Applicable license renewal fee, payable to PSI.
- **NEW CODE BOND.** **See Announcement
- Self addressed envelope (letter-size) with sufficient postage. This envelope will be used to send your renewal materials back to you if your submission is rejected, or to send your new certificate once your renewal documents have been processed.

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

Complete submissions must be mailed or hand delivered. 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.

GENERAL INFORMATION Licenses not renewed by the expiration date are suspended. Licenses not renewed within 90 days of the expiration date are cancelled. Late fees will be assessed as follows: 1-30 days=\$1.00, 30-90 days=equivalent to 1 year's fee. After 90 days, the license will be cancelled. Corrected renewals re-submitted after the license expiration dates are subject to late fees, suspension, and cancellation as indicated above.

**Contractors licensed by CID performing work on manufactured homes must be registered with the Manufactured Housing Division (MHD). Call MHD at (505) 827-7070.

**Workers compensation insurance is required of all licensees. You must file proof of workers' compensation insurance with the New Mexico Workers' Compensation Administration. Do not file this proof with the Construction Industries Division. The Workers' Compensation Administration is located at 2410 Central Ave. S.E. Albuquerque, NM 87106. The telephone number is (505) 841-6000.