



HOW TO RENEW A JOURNEYMAN CERTIFICATE

Your New Mexico journeyman certificate will expire every three years, effective on the last day of the month in which it was issued. For example, if your certificate 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 CERTIFICATE ON TIME. YOUR CERTIFICATE 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 and notarized. You must correct any information that is printed on the form that is no longer correct.
- Correct fee.
- Proof of continuing education requirement compliance, if applicable.
- 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 wallet card 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 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.