



## HOW TO OBTAIN A LP/CNG DEALER'S LICENSE

Review your application thoroughly for completeness and correctness before submitting it for processing. **INCOMPLETE SUBMISSIONS WILL NOT BE PROCESSED.** If your packet is incomplete, incorrect, or otherwise it will be rejected, and returned to you along with a statement of the reason for the rejection.

1. In order to obtain a Dealer's license you must be or have in your employment, an individual certified in the classification you are applying for. To schedule a LP-Gas examination contact PSI Exam Services at: (800) 733-9267 or register for your exam online at [www.psiexams.com](http://www.psiexams.com)
2. Candidates who are **not** already certified must submit a LP-Gas Qualifying Party application (\$15.00), passing score letter (score letters are valid for one year) or LP9 training certification. LP-4 applicants are not required to take an exam but must hold a MM2 or MM98 license. The hands-on work for LP-4 must be performed by journeyman holding JP, JG, JPG or JPF classification.
3. The company name on all application forms and documents submitted **MUST BE EXACTLY THE SAME** and it must be the name under which you advertise and conduct business. Please contact PSI to check if your proposed company name is available.
4. All applications must include the physical address of the local site. If you do not receive mail at that address you may also provide a local mailing address.
5. Submit a copy of your Taxation and Revenue registration certificate, indicating your state tax ID number. Your company name must read **EXACTLY** the same as the name on your application. To contact New Mexico Taxation and Revenue please call (505) 841-6200.
6. Submit a certificate of insurance reflecting the applicable liability amounts. LP1, LP3S, LP4, LP5, LP6, LP10, CNG1, LNG1, shall have the combined single-limited insurance in the aggregate amount of \$500,000.00 or more. LP7 & LP9 shall have the combined single-limited liability insurance in the aggregate amount of \$100,000.00 or more.
7. If you apply as a Corporation or LLC, provide a copy of the applicable certificate issued by the New Mexico Public Regulation Commission (PRC) with your application. To contact the PRC please call (888) 427-5772.
8. Include a \$15.00 application fee, a \$10.00 fee for each Qualifying party and the classification fee.

Classification fees are:

LP01 Wholesale sale or delivery of LP Gas	\$125	LP08 Manufacturer of LP Gas	\$125
LP3S Retail sale of LP Gas	\$65	LP09 Station for dispensing LP gas	\$35
LP04 Limited Installation & repair (must hold MM02 or MM98)	\$125	LP10 LP gas carburetion sales, service & installation, including repair	\$35
LP05 Installation, service & repair	\$125	CNG1 CNG carburetion sale, service & installation	\$35
LP06 Installation, service & repair	\$75	LNG1 LNG carburetion sale, service & installation	\$35
LP07 Wholesale sale or manufacture of appliance, equipment, or containers	\$60		

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

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