

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, 2011, it will expire on November 30, 2014.

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.
- **Valid Code Bond on file**
- Self addressed envelope 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
2820 Broadbent Pkwy NE, Suite E&F
Albuquerque, NM 87107
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 postmarked 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 per day, 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) 476-4770.**

****Workers compensation insurance is required of all licensees. The Workers' Compensation Administration is located at 2410 Centre Ave. S.E. Albuquerque, NM 87106. The telephone number is (505) 841-6000.**

****Qualifying Parties are subject to compliance with the Parental Responsibilities Act.**

NEW MEXICO
APPLICATION for CONTRACTOR LICENSE RENEWAL

AN INCOMPLETE, INCORRECT OR OTHERWISE DEFECTIVE APPLICATION WILL NOT BE PROCESSED.
PRINT CLEARLY. USE ALL CAPITAL LETTERS.

DATE: _____

Section A. PLEASE PROVIDE THE FOLLOWING INFORMATION:

LICENSE NUMBER: _____ EXPIRATION DATE: _____

BUSINESS NAME: _____

ADDRESS OF RECORD: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ Email: _____

QUALIFYING PARTY/PARTIES: _____ Signature: _____

_____ Signature: _____

_____ Signature: _____

_____ Signature: _____

_____ Signature: _____

_____ Signature: _____

CLASSIFICATION(S): _____

Section B. PLEASE VERIFY BUSINESS TYPE

Sole Proprietor Corporation Limited Liability Company Joint Venture

Partnership (General) Partnership (Limited) Limited Liability Partnership

Other (please specify) _____

Section C. PLEASE CHECK THE APPROPRIATE BOX

Valid Code Bond on File New Bond Enclosed

Section D. ATTESTATION

Check and sign below to attest to the following:

- I have not bid or performed work that is beyond the scope of my license in the last 24 months.
- I have not allowed any person or business to use my license or my license number for the purpose of engaging in contracting in the last 24 months.
- I do not have any outstanding judgments or active complaints against me.
- I do not have any outstanding fees or penalties with CID.
- If required, my company is in good standing with the New Mexico Public Secretary of State.
- I am authorized to legally bind and sign on behalf of the licensee to whom this renewal application applies.

I swear or affirm under penalty of perjury that all statements, attestations and information provided by me above are true and correct, to the best of my knowledge. I understand that any false statement made in this application can result in administrative action against any certificate to which this renewal application applies.

Applicant Printed Name: _____

Signature: _____ Date: _____

****Notary**

Subscribed and sworn before me this _____ day of _____, 20_____.

SEAL

Notary Public

My commission expires _____, 20_____.

Section E. PAYMENT

Submit Application Packet and Payments to (by walk-in or mail):

PSI
2820 Broadbent Pkwy NE, Suite E&F
Albuquerque, NM 87107 * 877-663-9267

- Make all checks or money orders payable to PSI.
- Walk-in payments may be made by cash, personal check, company check money order, cashiers check, VISA, MasterCard, American Express or Discover.
- Mail payments may be made by personal check, company check money order, cashiers check, VISA, MasterCard, American Express or Discover (NO CASH).

**ALL SUBMISSIONS MUST INCLUDE ORIGINAL DOCUMENTS.
YOU MAY NOT SUBMIT AN APPLICATION BY FAX.**

(Check one): MC VISA American Express Discover

Full Card No: _____ Expiration Date: _____

Card Verification No: _____

For your security, PSI requires you to enter the card identification number located on your credit card. The card identification number is located on the back of the card and consists of the last three digits on the signature strip.

Cardholder Name (Print): _____ Signature: _____



New Mexico Regulation and Licensing Department

Construction Industries Division

2550 Cerrillos Rd. Santa Fe, NM 87505 ▪ (505) 476-4600 ▪ Fax (505) 476-4685

CONSTRUCTION INDUSTRIES DIVISION
CONTRACTOR LICENSE CODE BOND

BOND NUMBER: _____

KNOW ALL MEN BY THESE PRESENTS: that _____,
(Company name as licensed), and _____, a surety company organized
under the laws of the state of _____, which is duly authorized to do business in the state of New
Mexico, (Surety), are both held and firmly bound unto the State of New Mexico, Regulation and Licensing
Department, (Obligee), in the penal sum of Ten Thousand Dollars and no cents (\$10,000.00), lawful money of the
United States of America, for the payment of which sum, well and truly to be made, the Principal and the Surety
hereby bind themselves, their executors, administrators, successors and assigns, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS that, whereas the Principal has applied for a license to engage in
contracting in the State of New Mexico, and submits this bond to comply with the requirements of NMSA 1978,
Section 60-13-49, effective July 1, 2009, which statute is incorporated herein as though fully set forth.

NOW, THEREFORE, if Obligee finds that Principal has performed construction work in which a violation of an
applicable building code, as set forth in NMAC Title 14, Chapters 7 through 10, has occurred, and that Principal after
being given a reasonable opportunity to cure such violation, fails to do so, and if the Obligee certifies such failure to
Surety, and Surety shall indemnify any consumer who incurs monetary harm as an actual and direct result of the
certified uncorrected violation against only such loss within Forty Five (45) days of receipt by the Surety of the
documents required to be submitted by consumer to Surety pursuant to NMAC Title 14, Chapter 6, Part 7.

It is understood and agreed that: the aggregate liability of the Surety shall not exceed the penal sum of this bond; this
bond is continuous in form; and, if the Surety so elects, this bond may be cancelled by the Surety upon thirty (30)
day's written notice to Obligee, or thirty (30) day's after Surety's receipt of Obligee's written request therefore. No
action may be commenced on this bond after two (2) years from the earlier of: the date on which the final inspection
of the work in which the code violation occurred was performed by the jurisdiction having code enforcement
authority; or the issuance date of a certificate of occupancy for the project in which the code violation occurred.

SIGNED and DATED this _____ day of _____, _____.

Principal Name

Surety

By: _____

By: _____

Name & Title

Attorney-in-Fact

Name of local Agency issuing bond: _____
Address: _____
Phone: _____
Email: _____

Power of attorney must accompany the bond