

HOW TO ADD A QUALIFYING PARTY TO AN EXISTING DEALER'S LICENSE



Submit a completed "Status Change Form". The submission must include:

1. Form signed by an individual who is authorized to sign on behalf of the licensee, and by the new qualifying party.
2. The application must be properly notarized. Only originals are accepted.
3. Correct fee. Fee may be prorated; please contact PSI.
4. For NEW Qualifying Parties: Submit a LPG Qualifying Party Application with \$15 application fee. Include passing exam score report for each classification, training certificates (LP09), or proof of MM02/MM98 licensing (LP04).
5. Include a \$15.00 application fee for the Status Change Form and the classification fee (or prorated fee).

Classification fees are:

LP01 Wholesale sale or delivery of LP gas \$125
LP3S Retail sale of LP Gas \$65
LP04 Limited Installation & Repair (must hold MM02 or MM98) \$125
LP05 Installation, service & repair \$125
LP06 Installation, service & repair of mobile units only \$75
LP07 Wholesale or manufacture of appliances, equipment or containers \$60

LP08 Installation, service and repair of cylinder exchange cabinets \$35
LP09 Station for dispensing LP gas \$35
LP10 LP gas carburetion sales, service & installation, including repair \$35
LNG1 LNG carburetion sale, service & installation \$35
CNG1 Carburetion sale, service, and installation \$35

Submissions must be delivered by Drop Box or Mail.
Faxed or emailed forms will NOT be accepted.

Drop Box:
PSI Services LLC
2820 Broadbent Pkwy NE Ste E&F
Albuquerque, NM 87107
877-663-9267

Mail:
PSI Service LLC
Po Box 45450
Rio Rancho, NM 87174
877-663-9267



4. **LP DEALER LICENSE CLASSIFICATIONS APPLIED FOR:** Enter the classification(s) for which you are applying, i.e., LP01, LP3S, etc.

5. **CLASSIFICATION and QUALIFYING PARTIES.** Enter the classification(s) of qualifying parties to be added or dropped. If not currently a valid qualifying party, attach LPG Qualifying Party Application with test scores or training certificates (LP09). If applying for LP04, indicate MM02/MM98 license number.

Classification <table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>					QP First Name <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>											QP Last Name <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																QP Social Security Number <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>													

Licenses you currently qualify: License# _____, _____, _____, _____

QP Date of Birth

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Licenses from which you are dropping: _____, _____, _____, _____

Are you in compliance with the Parental Responsibilities Act? YES NO

Signature: X _____

ADD DROP TERMINATION DATE: _____

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Licenses you currently qualify: License# _____, _____, _____, _____

QP Date of Birth

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8. **PAYMENT** Submit Application Packet and Payment to:

Drop Box:
PSI Services LLC
2820 Broadbent Pkwy NE Ste E&F
Albuquerque, NM 87107
(877) 663-9267 public.psiexams.com

Mail:
PSI Service LLC
Po Box 45450
Rio Rancho, NM 87174

- Drop Box or mail only
- Make checks payable to PSI.
- Walk in payments may be made by cash, personal check, company check, money order, cashiers check, VISA or MasterCard (No Cash)
- Mail payments may be made by personal check, company check, money order, cashiers check, VISA or MasterCard (NO CASH).
- See Fees Below

**ALL SUBMISSIONS MUST INCLUDE ORIGINAL DOCUMENTS
*YOU MAY NOT SUBMIT ANY APPLICATIONS BY FAX**

Status Change Form requires a \$15 application fee and any additional fees required. (Dropping a qualifying party, canceling a license, change in personnel, and an address change request does not require any fees)

Adding a Classification: If your company does not already hold the classification being added, please contact PSI for a prorated fee.

LP01 Wholesale sale or delivery of LP gas \$125
LP3S Retail sale of LP Gas \$65
LP04 Limited Installation & Repair \$125
(must hold MM02 or MM98)
LP05 Installation, service & repair \$125
LP06 Installation, service & repair \$75
of mobile units only

LP07 Wholesale or manufacture of appliances, \$60
equipment or containers
LP08 Manufacturer of LP Gas \$125
LP09 Station for dispensing LP gas \$35
LP10 LP gas carburetion sales, service & installation,
including repair \$35
LNG1 LNG carburetion sale, service & installation \$35

(Check one): MC VISA

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: _____

