



RENEWAL OF ELEVATOR MECHANIC LICENSE

DO NOT FAX THIS FORM. Please mail to the above address. **Service Locations:** Please use MS4480 to mail original form.

To avoid delays in the processing of your renewal, ensure you have included or considered all of the items on the list provided below: *(first two items are required for processing)*

- **WAC 296-96-00912 How long is the elevator contractor, elevator mechanic, and temporary mechanics licensing period and what is required for renewal?**

Elevator mechanics

(a) The renewal period is two years from the date of your birthday. The initial license may be for a shorter period as follows. If your birth year is: (i) In an even-numbered year, your certificate will expire on your birth date in the next even-numbered year. (ii) In an odd-numbered year, your certificate will expire on your birth date in the next odd-numbered year.

(b) As part of the renewal process you must:

(i) Complete and submit this form. (ii) Have attended an approved continuing education course and submitted a certificate of completion for the course. The course must consist of not less than eight hours of instruction that must have been attended and completed within one year immediately preceding any license renewal.

(iii) Pay the fees specified in WAC 296-96-00922

- A fee is charged to reprint a license. (see WAC 296-96-00922)
- The department may deny renewals of licenses under this section if the applicant owes outstanding final judgments to the department.
- Provide Copies of Completion Certificate(s) from an Approved Continuing Education Course
- Date and sign the **Signature** block below.

Completed applications shall be returned to the above address:

First Name		Middle Initial	Last Name	
Social Security Number (For ID only)		Date of Birth		Email addresses
Drivers License number or other State issued ID #			<u>State</u>	License Number
Home Address				City
State	Zip Code	Phone		FAX
Employer Name and Address				City
State	Zip Code	Phone		FAX

I declare under penalty of perjury under the laws of the State of Washington that the forgoing is true and correct:	
Date	Mechanic's Signature

Office Use only

Application Reviewed by	
Date	Reviewer's Signature
Renewal Application <input type="checkbox"/> Approve <input type="checkbox"/> Deny	Fees <input type="checkbox"/> Yes <input type="checkbox"/> No