**Section 1000.90 Application for License or Registration**

a) Application Forms

All applications for an elevator mechanic, limited elevator mechanic, temporary elevator mechanic, emergency elevator mechanic, elevator inspector, elevator contractor, limited elevator contractor, or elevator inspection company license, or for registration as an elevator industry apprentice or helper, shall be submitted to OSFM on forms provided by OSFM and shall include a photo of the applicant. All individual license applicants must submit a colored passport photo with their application.

b) OSFM Approval or Denial

Upon receipt, review and approval of the application, OSFM shall issue the appropriate license or registration. If OSFM determines the applicant does not qualify for licensure or registration based on the criteria established in Section 1000.80, OSFM shall deny the application and notify the applicant of the reason for denial.

c) Application for an Elevator Contractor or Limited Elevator Contractor License

1) *All applications for an elevator contractor* or limited elevator contractor *license shall include:*

A) *if the applicant is a person, the name, residence address, and business address of the applicant;*

B) *if the applicant is a partnership, the name, residence* address*, and business address of each partner;*

C) *if the applicant is a domestic corporation, the name and business address of the corporation and the name and residence address of the principal officer of the corporation;*

D) *if the applicant is a corporation other than a domestic corporation, the name and address of an agent locally located who shall be authorized to accept service of process and official notices;*

E) *the number of years the applicant has engaged in the business of installing, inspecting, maintaining, or servicing elevators or platform lifts or both;*

F) *the approximate number of persons, if any, to be employed by the applicant and, if applicable, satisfactory evidence that the employees are or will be covered by workers' compensation insurance;*

G) *satisfactory evidence that the applicant is or will be covered by general liability, personal injury, and property damage insurance;* and

H) *any criminal record of convictions.* [225 ILCS 312/40]

2) Contractor License Designee

Each applicant for an elevator contractor license or a limited elevator contractor license must designate one or more individuals as the Contractor License Designee. Contractors shall work for no more than 30 days without notifying OSFM of the new Designee in writing.

A) Each Designee shall hold an elevator mechanic license or a limited elevator mechanic license.

B) When an exam is required for licensure, the exam will be administered to a Designee.

C) If a Designee separates employment or his/her designation is terminated, the contractor must notify OSFM within 5 days. If the separating Designee was the sole Designee for the contractor, the contractor must designate a new Designee and inform OSFM in writing within 30 days after the new designation or the contractor's license will be automatically suspended.

3) Inspection Company License Designee

Each applicant for an elevator inspection company license must designate one or more individuals as the Inspection Company License Designee. No inspections of conveyances covered by the Act may be performed by an inspection company unless the Inspection Company License Designee has been appointed and OSFM has been notified of the appointment.

A) Each Designee shall hold an Illinois elevator inspector license.

B) Both the Designee and all other elevator inspectors must possess and maintain current QEI certifications.

C) If a Designee separates employment or his/her designation is terminated, the inspection company must notify OSFM within 5 days. If the separating Designee was the sole Designee for the inspection company, the inspection company must designate a new Designee and inform OSFM in writing within 30 days after the new designation or the inspection company's license will be automatically suspended. Work may not be performed longer than 30 days without notifying OSFM of the new Designee in writing.

(Source: Amended at 36 Ill. Reg. 13131, effective October 1, 2012)