



ARIZONA REGISTRAR OF CONTRACTORS



**Form
RC-L-201B**

LICENSE INACTIVATION FORM

Instructions

Complete this form to request to inactivate a current license. You must complete this form for each license you wish to inactivate. Under A.R.S. § 32-1125.01(A), a contractor may request to inactivate a current license, for a period not to exceed five years at a time, by completing this form and paying the \$50 application fee (License fees paid prior to the inactivation are not refundable).

- Please note: If you currently have a **Cash Bond, Certificate of Deposit** or any other investment certificate in lieu of a surety bond on this license, inactivation of the license does not permit you to withdraw those funds. Pursuant to A.R.S. § 32-1152(D), such funds may be withdrawn, if there are no outstanding claims against them, two years after either of the following occurs: (A) the license is cancelled or expired; or (B) the CD or Cash Bond is replaced with a surety bond.

WARNING:



- A contractor may only inactivate its license if the license is not subject to disciplinary proceedings or suspension. A.R.S. § 32-1125.01(A).
- No contractor may inactivate a license more than twice. A.R.S. § 32-1125.01(B).
- It is illegal to engage in any act of contracting using an inactive license. A.R.S. § 32-1125.01(C).
- The inactive status of a contractor's license does not bar any disciplinary action by the Registrar against that license. A.R.S. § 32-1125.01(D).



Reactivation

Under A.R.S. § 32-1125.01(B), a contractor's license which is not suspended or revoked and is inactive may be reactivated as an active license by:

- Payment of the current renewal fee;
- Thirty days' written notice to the Registrar; and
- Submitting a Reinstatement Application to the Registrar.

The license will expire at the end of the inactivation period unless:

- The license is reactivated within the initial 5-year period; or
- The contractor submits a 2nd inactivation request for an additional period not to exceed 5 years.

If a license expires, it cannot be reactivated, and the contractor must submit a new license application. *See* A.R.S. § 32-1125.01(B).

PART 1: LICENSE INFORMATION

Provide the following information for the license you wish to inactivate.

1. Business Name on License, including DBA if applicable	
2. License Classification	3. License Number
4. Current Status of License (e.g. 'current', 'suspended', 'revoked', or 'inactive')	

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TIME FOR INACTIVATION	
<i>Select when you would like the Registrar to inactivate the license.</i>	
5. I request that my license be made inactive upon processing of this form by the Registrar.	[CHECK ONE] <input type="checkbox"/>
6. I have submitted an application for a new license and I request that my license be made inactive upon the issuance of the new license.	<input type="checkbox"/>

PART 2: SIGNATURE

By signing below, I request the inactivation of the license identified in Part 1. I certify that the entire contents of this License Inactivation Form, including all supplementary statements and materials attached, are true and correct.

1. Name of Person Requesting Inactivation	2. Title of Person Requesting Inactivation	3. Phone Number of Person Requesting Inactivation
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- I acknowledge that I am a person named on this license for the purposes and duties of all Registrar statutes and rules, including, but not limited to, A.R.S. § 32-1122, § 32-1139(B), and § 32-1154.
- These purposes and duties include violations arising out of or relating to agreements that were entered into, monies received, or work performed, while I am named on this license.
- I understand that because A.R.S. §32-1155(A) and §32-1162(A) establish a two-year period for the filing of complaints, these duties and obligations continue for up to two years after the license is inactivated. You can review the status of a license, and determine if there are open complaints against a license using the Registrar's online [contractor search](#).

Signature

Date