

INSTRUCTIONS FOR COMPLETING & SUBMITTING CERTIFICATE ORDER APPLICATION

Applying for a certificate by mail or over the counter is a multi-step process, below are the required steps you must complete:

Complete the Certificate Order Application

Instructions for Completing Application Information:

1. Company name –Provide the information as noted
2. Mailing address –Provide the information as noted
**Certificates will be mailed to the address noted in this area*
3. License number –Provide the information as noted.
4. License classification –Provide the information as noted.
5. Telephone number –Provide the information as noted
6. Email address (**required**): -Provide the information as noted
**Email address to whom electronic communication from the office will be sent.*
7. Qualifying Party name –Provide the information as noted
**Certificates can ONLY be issued to the Qualifying Party or Corporate Officer of the license*
8. Mailing preference –Check applicable box
Mail, pickup, FedEx or UPS
Account number –*Must provide account number for FedEx or UPS*

Type of Certificate Ordered

Identify quantity of certificates being requested.

Installation Certificate –Installer and/or Contractor performing work related to the installation, which includes utility connections and attached accessory structures.

Select applicable boxes for:

- Residential use
- FBB commercial use

Modular Manufacturer Certificate –Manufacturer is a person or entity that engages in manufacturing, assembling or reconstructing a manufactured home and/or a factory-built building (“modular”) and/or an FBB subassembly

Reconstruction Certificate –Manufacturer is a person or entity that engages in manufacturing, assembling or reconstructing a manufactured home and/or a factory-built building (“modular”) and/or an FBB subassembly

Payment & Application Submittal:

Check or certified funds are to be made out to: **Arizona Department of Housing**

Application and payment may be submitted by mail or over-the-counter. At this time, we do not have the availability to submit requests and payments on-line.

Mailing Address:

Arizona Department of Housing
P. O. Box 6280
Phoenix, AZ 85005

Physical Address:

Arizona Department of Housing
1110 W. Washington, Suite 280
Phoenix, AZ 85007

CERTIFICATE ORDERS ARE NOT PROCESSED/ISSUED OVER THE COUNTER