

# 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**