

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
If FedEx or UPS are selected-*Shipping label must be provided*

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:

Application and payment are to be submitted online by using the link below. Once inside the online payment portal follow the instructions below to complete payment and submit your order.

Link to Payment Portal: <https://housing.az.gov/portals/adoh-payment-portal>

Payment Instructions:

In the payment portal you will select the following options:

Payment category: MFG Housing- Certificates

Payment type: Installation Certificate

Enter purchaser information

Enter the quantity of certificates you need

Enter license number

Upload the completed Certificate Order Application

Click submit.

Enter credit card information.

Click submit.

CERTIFICATE ORDERS ARE NOT PROCESSED/ISSUED OVER THE COUNTER