



**STATE OF IDAHO DIVISION OF OCCUPATIONAL & PROFESSIONAL LICENSES**

PO BOX 83720  
Boise, ID 83720-0063  
Ph: 208-334-3950  
Website: [dbs.idaho.gov](http://dbs.idaho.gov)  
[customer-service@dopl.idaho.gov](mailto:customer-service@dopl.idaho.gov)

**INACTIVE REQUEST FORM**

**\*Check your license type and fill in your license number**

Electrical Contractor/Limited Electrical Contractor license number: \_\_\_\_\_

Plumbing Contractor/Specialty Contractor license number: \_\_\_\_\_

HVAC Contractor/Specialty Contractor license number: \_\_\_\_\_

The following signature is providing this statement that their license is requested to be renewed, revived, or placed in an inactive status. You will not be contracting any (electrical, plumbing, or HVAC – depending on your license type) work while this license is in an inactive status. You will not be required to provide proof of bond (plumbing/HVAC) or liability insurance or workers compensation insurance (electrical). Fees may apply. Please see our website at [dbs.idaho.gov](http://dbs.idaho.gov) for further information.

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\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

Please submit this form using one of the methods below.

Idaho Division of Occupational & Professional Licenses

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This application can emailed to [customer-service@dopl.idaho.gov](mailto:customer-service@dopl.idaho.gov) with the attached credit card authorization form.

Questions? Email [tradelicensing@dopl.idaho.gov](mailto:tradelicensing@dopl.idaho.gov)