

## Instructions for Completing the Boiler Affidavit

Affidavits must be filled out by your previous employers and/or your current employer, indicating the amount of time served as an operating engineer, as defined in Minnesota Rules, Chapter 5225, or see License Classification handout.

### **MINNESOTA RESIDENTS MAY ONLY CLAIM OPERATING EXPERIENCE GAINED WHILE THE APPLICANT HAD A VALID LICENSE**

Military or Maritime service does not require the completion of an affidavit. You may submit your DD214(s) or documentation from military or maritime service verifying actual operating experience. For additional information regarding military or maritime documented experience, please contact our office at (651) 284-5059.

**The original affidavit(s) must be fully completed in ink, notarized and returned to our office with the appropriate fees and application within 15 calendar days prior to either exam choice. The applicant should retain a copy for his/her personal records.**

**There will be no refund of fees paid, so be sure that your affidavit(s) are complete and specific in showing your actual boiler operating experience. No credit can be given for the time that is not verified by your affidavit(s). Affidavit(s) must cover the minimum time requirement.**

**Applicants who reapply must pay the application fee each time an application is submitted.**

Example of an entry on a boiler affidavit in which the applicant would be qualified to take a 1C examination:

#### **STEAM BOILER PLANT**

Total Horsepower	Maximum Working Pressure (psi)	From			To		
		Month	Day	Year	Month	Day	Year
150	15	06	01	1997	06	01	2000

#### **NOTES:**

- Do not use manufacturers horsepower ratings. For licensing purposes, 10 square feet of heating surface (H.S.) = One Boiler Horsepower, or if H.S. cannot be discerned, 67,000 btu/hr input = One Boiler Horsepower. Referenced in Minnesota Rule 5225.1000.
- For high pressure A or B license, one year is equal to 2000 hours. For low pressure heating boilers a year is defined as a 12 month period which includes the heating season operating, and the remainder of the year maintaining, the low pressure boiler. Reference in Minnesota Rule 5225.1000, Subp. 10.
- For Hobby boiler affidavit(s), an applicant must have at least 25 hours on a steam traction engine or hobby boiler under the supervision of an operating engineer.
- MINNESOTA RESIDENTS MAY ONLY CLAIM OPERATING EXPERIENCE GAINED WHILE THE APPLICANT HAD A VALID LICENSE.**

BEFORE MAILING YOUR AFFIDAVITS, ALONG WITH YOUR APPLICATION AND FEE, PLEASE NOTE THE FOLLOWING:  
 All licenses with the exception of Special Engineer license require submission of both an application and affidavit(s).

#### **APPLICATION:**

- All mandatory information is fully completed.
- Proper fee submitted via check or money order payable to Department of Labor and Industry. Please do not send cash.

#### **AFFIDAVITS:**

- Notarized properly with a current commission expiration date.
- Fully completed.
- Filed out by the employer, or other person in authority signing for the employer, or person possessing a valid Minnesota Second Class Engineer's License or higher.
- Required total amount of time shown with specific dates of employment indicated.

This material can be made available in different forms, such as large print, Braille or on a tape. To request, call 1-800-342-5354 (DIAL-DLI) Voice or TDD (651) 297-4198.

## Boiler Engineer License Affidavit

I, \_\_\_\_\_, upon oath duly administered, declare that to my personal knowledge,  
 (\*chief engineer, second class engineer higher or employer)

**the applicant:** \_\_\_\_\_ **of:** \_\_\_\_\_  
(city and state)

operator's license number \_\_\_\_\_ (of Applicant, if applicable),

### HAS ACTUALLY OPERATED A

Note: Do not use manufacturers horsepower ratings. For Licensing purposes, 10 square feet of heating surface = One Boiler Horsepower, or if H.S. cannot be discerned, 67,000 btu/hr input = One Boiler Horsepower. Reference rule 5225.1000. **For high pressure A or B licenses, one year is equal to 2000 hours**, reference rule 5225.0550, Subp. 10. **Minnesota Residents:** may only claim operating experience gained while the applicant had a valid license.

#### STEAM BOILER PLANT

Total Horsepower	Maximum Working Pressure (psi)		From	To	
		Month	Day	Year	Month Day Year

#### and/or HOT WATER BOILER PLANT

BTU Input/KW/Horsepower	Pressure	Temperature		From	To	
			Month	Day	Year	Month Day Year

#### and (if application) STEAM ENGINES OR STEAM TURBINES

Total Horsepower	From	To				<b>NOTE: For High Pressure Boiler Operation enter Total Operating Hours</b>
	Month	Day	Year	Month	Day	

\*This affidavit should be filled out and signed by the Chief Engineer of the Plant. If there is not a Chief Engineer at the location the affidavit may be signed by an individual possessing a second class license or higher, or may be signed by the employer.

Minnesota Statutes 609.48 Perjury: Whoever makes a false material statement not believing it to be true . . . is guilty of perjury, and may be sentenced to imprisonment for not more than three years, or to payment of a fine of not more than \$10,000 or both. (Call 651-284-5059 for information)

*Name of Chief Engineer or Employer	Title or Grade of License and Number	Work Phone Number (include Area Code)
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(Employer) Name and Address

City	State	Zip Code
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Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

by \_\_\_\_\_  
 (\*Signature of chief engineer, second class engineer or higher or employer)

Signed \_\_\_\_\_  
(Notary)

\_\_\_\_\_  
 (Stamp)

The information provided on this form is used to determine if the applicant meets the license requirements. The requested information is required to process the license application. Failure to provide the requested information may delay the processing of license application or may be grounds for denying your application. Under M.S. § 13.41, the information that is provided on this form, except for the applicant's name and address, is private data while the application is pending. Disclosure of this information to others may occur as authorized or required by law, including the Attorney General's Office, the Department of Revenue, the Department of Human Services, and/or for the purpose of verification and investigation. Once the applicant is licensed, the information becomes public data and will be part of the agency's permanent records.

This material can be provided in different forms, such as large print, Braille or audiotape, if you call (651) 284-5080 or (651) 297-4198/TTY.

#### FOR OFFICE USE ONLY

Actual Experience Allowed	High Pressure	Low Pressure	Boilers			Steam Engines/Turbines		
			Years	Months	Days	Years	Months	Days