

## Instructions for Completing the Boiler Application

**Fill out the application form completely  
Incomplete or inaccurate application will delay processing.**

**Your application and affidavit(s) along with the appropriate fee, must be received by our office at least 15 calendar days prior to either exam choice.**

### Basic application information

**All information in this section is mandatory in order to process the application.**

**NOTICE:** Applicant must be at least 18 years old to get a boiler operator's license. No applicant under 17 years old will be scheduled for an exam. An applicant under 18 years old will forfeit the application fee paid.

### License Information

The required fee amount is listed next to each of the different licenses. All license fees must be submitted via check or money order payable to Department of Labor and Industry. **DO NOT SEND CASH.**

1. Type of license applying for – See license classification handout or Minnesota Rules Chapter 5225 for experience requirements and documentation for licensure as an operating engineer. Only one license may be checked.
2. Boiler license grade and number now held (if applicable) – List most current boiler license grade and number. This is not applicable if applying for Special and Hobby licenses. This is also not applicable for out-of-state or military experience.

### Exam Choice

**Your application must be received by our office at least 15 calendar days prior to either exam choice.**

1. Exam choice #1 Location – Indicate first choice of exam location and date from the exam schedule enclosed, if you did not receive an exam schedule, please contact CCLD at (651) 284-5059 or see our Web site at [www.dli.mn.gov/operatorlicenses.html](http://www.dli.mn.gov/operatorlicenses.html).
2. Exam choice #2 – Indicate second choice of exam location and date from the exam schedule.
3. You will be notified by mail of your exam date and location.
4. Applicant's signature and date are required.

### **BEFORE MAILING YOUR APPLICATION ALONG WITH YOUR FEE PLEASE NOTE THE FOLLOWING:**

All licenses with the exception of Special license, require submission of both an application and affidavit(s). **Application fees are not refunded.** It is important that your applications and affidavits are complete and specific in showing your actual work experience. Affidavits must be fully completed, notarized, and returned to our office with the appropriate fee and application form.

### **APPLICATION:**

- All mandatory information is fully completed.
- Proper fee submitted via check or money order payable to Department of Labor and Industry. **DO NOT SEND CASH.**

### **AFFIDAVITS:**

- Notarized properly with a current commission expiration date.
- Fully completed.
- 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.
- Required total amount of time shown with specific dates of employment indicated.

# Application for Boiler License

**Make a copy of this application for your records**

**Submit completed application, affidavit, if required, and appropriate fee.**

PRINT IN INK or TYPE

Items with \* are required to process your application

SPACE IN BOX FOR OFFICE USE ONLY

## Type of Boiler License applying for:

- Ch A (\$75.00)     1A (\$75.00)     2A (\$75.00)  
 Ch B (\$75.00)     1B (\$75.00)     2B (\$75.00)  
 Ch C (\$75.00)     1C (\$75.00)     2C (\$75.00)  
 Special (\$45.00)     Hobby (\$75.00)

**Two Year License** – The 2009 Minnesota Legislature increased the length of boiler licenses from one year to two years. Exam application fees include the two-year license fee, which allows the issuance of a license upon the applicant's successful passing of the license exam.

**License Fee Surcharge** – The 2009 Minnesota Legislature assessed a \$5 or 10% surcharge, whichever is greater, on licenses to cover costs of building the Statewide Electronic Licensing System.

Make check or money payable to:

**Minnesota Department of Labor and Industry**

**DO NOT SEND CASH.**

**PAID FEES ARE NOT REFUNDABLE.**

Checks returned for nonpayment will be charged a \$30 fee (M.S. 604.113, subd. 2.)

**DO NOT STAPLE CHECK TO APPLICATION OR PAPERWORK**

Insert Your Check No.

Amount Paid

### DLI USE ONLY

RSRC

DLI Enter Date Check Received

5070

Application Number

The information you provide on this application will be used to determine if you meet the license/bonding requirements. Before a license/bond certificate is issued to you, M.S. § 270C.72, subd 4, requires you to provide your social security number. The other information is required to process your application. Failure to provide the requested information may delay the processing of your application or may be grounds for denying your application. Under M.S. § 13.41, the information that you provide on this application, except for your 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 you are licensed/bonded, the information becomes public data and will be part of the agency's permanent records.

Boiler license grade and license number now held (if applicable):

**SOCIAL SECURITY NUMBER \***

LICENSE GRADE

LICENSE NUMBER

LAST NAME \*

FIRST NAME \*

MIDDLE INITIAL

DATE OF BIRTH \* (must be 18)

ADDRESS \*

AREA CODE AND PHONE NUMBER

CITY

STATE

ZIP CODE \*

AREA CODE AND FAX NUMBER

IS THIS A RETEST OF A FAILED EXAM  YES  NO IS THIS A RETEST OF A EXPIRED LICENSE  YES  NO

### \*EXAM CHOICES

Exam Location Choice #1

Exam Location Choice #2

Location

Date

Location

Date

I VERIFY THAT ALL INFORMATION IS CORRECT \*

SIGNATURE OF APPLICANT X

DATE \*

Office Use Only

Approve

Deny

Inspectors Initials

### REASON(S) DENIED:

WRS = WRONG SIGNATURE

NOA = NO APPLICATION SUBMITTED

ANN = AFFIDAVIT NOT NOTARIZED

NOR = NOT ORIGINAL AFFIDAVIT (COPIES OR FAXES NOT ACCEPTED)

NSS = NO SIGNATURE BY SUPERVISOR OR 2ND CLASS OR HIGHER ENGINEER ON AFFIDAVIT

INA = EXPERIENCE ON BOILER OF INADEQUATE SIZE

IDA = INVALID DATES ON AFFIDAVIT

NOS = NO SIGNATURE ON APPLICATION

ICT = INSUFFICIENT CREDITED TIME

ILL = ILLEGIBLE OR UNREADABLE

NOF = NO FEE SUBMITTED

CIP = COMPLETED IN PENCIL

ANS = AFFIDAVIT FORM NOT SUBMITTED

OTH = OTHER \_\_\_\_\_

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