



## **Arizona Registrar of Contractors**

### **License Fee Waiver Information for Lower Income Applicants**

#### **Eligibility**

The State of Arizona, pursuant to A.R.S. § 41-1080.01, offers a waiver of the license application fee to any applicant if:

1. the applicant's family income does not exceed two hundred percent (200%) of the federal poverty guidelines; AND
2. the applicant is applying for the first time; AND
3. the applicant is applying as a sole proprietorship.

#### **Federal Poverty Guidelines**

The U.S. Department of Health and Human Services (HHS) issues poverty guidelines in the Federal Register in late January of each year in order to determine financial eligibility for certain administrative programs. Guidelines vary by family size.

Search "HHS Poverty Guidelines" at [federalregister.gov](http://federalregister.gov) to find the most recent guidelines.

#### **What happens if I apply but am ineligible for the fee waiver?**

If an applicant submits a license application attesting to eligibility for the fee waiver but is determined not to qualify, then the required fee must be paid within 15 days or the application will be returned.

## How to request a fee waiver

Whether you submit your license application through the Online Customer Portal or with a paper application, to be eligible for a license fee waiver, you will need to:

- attest, to the best of your knowledge, that your family income does not exceed 200% of the federal poverty level; AND
- provide the year of your most recent Arizona tax return; AND
- authorize the Arizona Department of Revenue to disclose confidential information to the Registrar of Contractors to verify that your family's reported income meets the requirements for a fee waiver pursuant to A.R.S. Title 41, Chapter 6, Article 7.2.
  - If you have recently moved to Arizona from out-of-state and have yet to file an Arizona tax return, you may still be eligible to qualify for the fee waiver. Please contact the Registrar of Contractors' licensing department to find out which documents would be required in order to determine eligibility.

## Residential Recovery Fund Fees

It is important to note that all applicants for Residential or Dual license classifications are required to pay a Residential Recovery Fund assessment, even if approved for a License Fee Waiver.

Learn more about the Recovery Fund at [roc.az.gov/recovery-fund](https://roc.az.gov/recovery-fund).

Arizona Registrar of Contractors  
1700 W. Washington St., Ste. 105  
Phoenix, AZ 85007  
877.692.9762 | 602.542.1525  
[roc.az.gov](https://roc.az.gov)  
email: [licensing@roc.az.gov](mailto:licensing@roc.az.gov)

