**IOWA PLUMBING AND MECHANICAL SYSTEMS BOARD**
**APPLICATION INSTRUCTIONS FOR:**
**JOURNEY CANDIDATES POSSESSING A MASTER LICENSE**

AN APPLICATION IS NOT CONSIDERED COMPLETE AND WILL NOT BE PROCESSED UNTIL ALL ITEMS HAVE BEEN SUBMITTED AS REQUIRED.

Online applications must be submitted with credit or debit card information. Paper applications will incur an additional processing fee of $25.00 and must be paid with check or money order payable to: Iowa Plumbing and Mechanical Systems Board. The memo area of the check should read "Plumbing and/or Mechanical Licensing Fees".

Additional information can be obtained online at:
www.idph.state.ia.us

Or by calling:
1-866-280-1521

**Part I – Personal Information**
Name – Full name of applicant.
Mailing Address – Provide personal and business information. Identify which address is to be used for mailing correspondences. The identified address will be listed on licensediniowa.gov with license registration information.

**Part II – License Type**
Identify whether you are seeking active or inactive status. Inactive licensees must meet the same work experience/examination requirements as active licensees.

Note – A 30% discount off the total price is offered when multiple ***active*** master & ***active*** journey licenses are purchased at the same time.

**Part III – Proof of Master Licensure**
If applying for a journey license by proof of currently possessing a master license the following information will be needed from the granting agency for each trade license applied for.

- License Number
- License Grantor Information
  - License Grantor Name (city, county, state entity)
  - License Grantor Address
  - License Grantor Contact Person
- License Issue Date
- License Expiration Date
- License Trade
- License Trade Level

**Part IV – Screening Questions –**
**A**ll questions must be answered in order for the application to be processed. If you answer "Yes" to any of the questions, your application will be referred to the Plumbing Board for review. You must answer "Yes" even when a conviction or judgment has been deferred or expunged from your record. Please provide any pertinent details with your application.

**Part V – Applicant's Signature**
Each applicant for licensure is required to submit their application with acknowledgement of the identified perjury statement. An applicant is responsible for the accuracy of the data regardless of whether an assistant completes and submits the applicant's licensure application.

Social Security Number – Privacy Act Notice: Disclosure of your Social Security Number is required by 42 U.S.C. § 666(a)(13) and Iowa Code § 252J.8(1). The number will be used in connection with the collection of child support obligations and as an internal means to accurately identify licensees, and may be shared with taxing authorities as allowed by law including Iowa Code § 421.18. This item will be found on the last page of the application..

**An application will not be processed without the proper fees. All fees are non-refundable. All checks or money orders are to be made payable to: Iowa Plumbing and Mechanical Systems Board. Submit completed applications to:**

Iowa Plumbing and Mechanical Systems Board
Iowa Dept. of Public Health
321 E 12th Street
Des Moines, Iowa 50319