



OKLAHOMA
Construction Industries Board

Procedure for Obtaining and Renewing Individual Licenses/Registrations

Dear Licensee or Registrant:

In order to comply with 56 O.S. § 71, all state agencies are required to verify that applicants are in the U.S. legally prior to issuing any license or registration.

Both U.S. citizens and non-U.S. citizens must complete and submit the appropriate notarized affidavit of lawful presence to the Construction Industries Board when applying for a new license or registration. Non-U.S. citizens must execute a new affidavit each time a license/registration is renewed. U.S. citizens are not required to execute a new affidavit unless the applicant's citizenship status has changed since the license/registration was issued or last renewed. Non-citizen affidavits will not be accepted without a copy of the applicant's valid immigration document reflecting the applicant's current "A" number or "I-94" number. For more information on the agency's licensing procedures, visit <https://cib.ok.gov/> or call the Construction Industries Board at 405-521-6550.

****You must complete this form and return with your renewal in order for your license/registration to be processed!****

Instructions for Required Affidavit:

All natural persons fourteen (14) years of age or older and present in the United States, applying for a license with the Oklahoma Construction Industries Board are required, by the provisions of 56 O.S. § 71, to provide the Board with verification of lawful presence in the United States by executing the Affidavit shown below before a notary public or other officer authorized to notarize affidavits under State law. The Board’s licensing offices are staffed with notaries who are available to provide notary service at no cost to Applicants.

AFFIDAVIT VERIFYING LAWFUL PRESENCE IN THE UNITED STATES

Affidavit of

_____)
STATE OF OKLAHOMA)
[Applicant's Full Name]) ss:
COUNTY OF _____)

I _____, of lawful age, being first duly sworn, upon oath state, under penalty
[Applicant's Full Name]

of perjury, as follows:

Please check the appropriate box:

Option 1: I am a United States Citizen.

Option 2: I am a qualified alien under the federal Immigration and Naturalization Act, and I am lawfully present in the United States. *For this Option, a copy of a valid immigration document which reflects the applicant's "A" number or "I-94" number must accompany this Affidavit.*

[Signature of Applicant]

Subscribed and sworn to or affirmed before me this _____ day of _____, 20____, by

[Applicant's Name – Please Print]

[Signature of Notary]

My Commission Expires: _____

My Commission Number: _____

(Notary Seal)