



STATE OF NEW HAMPSHIRE DEPARTMENT OF SAFETY
Bureau of Building Safety and Construction
Mechanical Safety and Licensing

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MECHANICAL SAFETY & LICENSING BOARD
EXISTING LICENSE NUMBER TRANSFER POLICY

A. Definitions:

For the purpose of this policy the following definitions shall apply:

1. Applicant: This means the person that is seeking the transfer of the license being held by the primary license holder.
2. Family Member: This means a member of the primary license holder's immediate family, such as son, daughter, brother, sister, father, mother, uncle, aunt, grandfather, grandmother, or in-law.
3. Primary License Holder: This means the person holding the license being sought by the applicant.

B. It shall be the policy of the Mechanical Safety & Licensing Board to permit the transfer of a license number from one family member to another under one of the following circumstances:

1. Permanent retirement of the Primary License Holder.
2. Death of the Primary License Holder.

C. The transfer shall be approved if:

1. The Primary License Holder shall relinquish all rights and privileges afforded to him/her by the license.
2. The applicant is a family member as defined in A.2. above of the Primary License Holder.
3. The applicant must meet all the requirements for the class of license or endorsement being sought, prior to applying for the license number.

Passed by the NH Mechanical Safety & Licensing Board on 8/21/2019