

# FREQUENTLY ASKED QUESTIONS

Question: I hold a number of licenses. Do I need to list all of them in my advertisements and on my business cards, letterhead, etc.?

Answer: YES. You may also wish to specify residential or commercial if you hold more than one license. Example:

ROC012345 Commercial

ROC123456 Residential

Commercial and residential may be abbreviated to save space.

Question: Do I list my license classification as part of my license number?

Answer: NO. However, if you do display the classification, you should place it at the end of your license number after a blank space. When you list the classification as part of the license number, your customers may be unable to verify your license status when using our automated systems.

Question: May I abbreviate my company name for advertising purposes?

Answer: NO. Nor should you use any name for your company other than exactly as it appears on your license. Acting in the capacity of a contractor in a name other than as set forth upon the license is grounds for suspension or revocation of the license.

Question: If I incorporate, will my license number remain the same?

Answer: NO. A change of business entity requires a new license application, which results in a new license number. You must also update any advertising and business documents (i.e. Yellow Pages, business cards, letterhead, etc.) in which your license name and number(s) appears.

# OFFICES

PHOENIX MAIN OFFICE  
800 W. Washington, 6<sup>th</sup> Floor  
Phoenix, AZ 85007-2940  
(602) 542-1525

FLAGSTAFF OFFICE  
2901 Shamrell Blvd., Ste. 100  
Flagstaff, AZ 86001-1829  
(928) 526-2325

GLENDALE REGIONAL OFFICE  
17235 N. 75<sup>TH</sup> Ave., Bldg E, Ste. 175  
Glendale, AZ 85308-8692  
(602) 5421525

KINGMAN OFFICE  
519 E. Beale St., Ste. 140  
Kingman, AZ 86401-5918  
(928) 753-4220

LAKE HAVASU CITY OFFICE  
1845 Mc Culloch Blvd., Ste. B-5  
Lake Havasu City, AZ 86403-5722  
(928) 855-2144

MESA REGIONAL OFFICE  
2222 S. Dobson Rd., Ste. 101  
Mesa, AZ 85202-6483  
(602) 542-1525

PRESCOTT OFFICE  
240 S. Montezuma St., Ste. 202B  
Prescott, AZ 86303-3028  
(928) 445-5710

SHOW LOW OFFICE  
581 E. Old Linden Rd., Ste. C  
Show Low, AZ 85901-4819  
(928) 537-8842

SIERRA VISTA OFFICE  
333 W. Wilcox, Ste. 104  
Sierra Vista, AZ 85635-1756  
(520) 459-5119

TUCSON REGIONAL OFFICE  
400 W. Congress, Ste. 212  
Tucson, AZ 85701-1311  
(520) 628-6345

YUMA OFFICE  
Crescent Center  
2450 S. 4<sup>th</sup> Ave., Ste. 117  
Yuma, AZ 85364-8557  
(928) 344-6990

Or Toll Free outside Maricopa County

1 (888) 271-9286

Visit our Website at

<http://www.azroc.gov>

The Registrar of Contractors is an Equal  
Employment Opportunity Reasonable  
Accommodation Agency

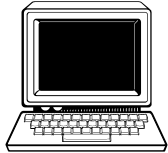
# A Contractor's Guide

## Advertising and License Number Disclosure



## OUR SERVICES CAN HELP PROMOTE YOUR BUSINESS

The Registrar of Contractors has a useful website:



[www.azroc.gov](http://www.azroc.gov)

that provides information about contractor licenses including license classification, bonding status, complaint history and more.



Information is also available from customer service representatives in our Information Center. In Maricopa County dial (602) 542-1525, outside Maricopa County dial toll-free 1 (888) 271-9286.

License number disclosure in compliance with State laws will provide you an additional tool to use in promoting your business.

# Advertising Requirements for Contractors

## LICENSED CONTRACTORS



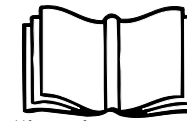
Arizona Revised Statute §32-1124(B) requires that all advertising by a licensed

contractor include the contractor's license number preceded by the acronym "**ROC**", for example, ROC123456. A license number is always six digits and may contain leading zeros.

In addition to the license number disclosure in advertising, license numbers **are required** to be posted in a conspicuous place on premises where any work is being performed, and shall be placed on all documents used by the licensee in the regular conduct of business. This includes, but is not limited to, written bids, letterhead, loan forms, and business cards.

A licensed contractor who fails to comply with the State of Arizona's advertising and license disclosure requirements is subject to discipline under the Registrar of Contractors statutes governing licensed contractors.

## UNLICENSED CONTRACTORS



The exemption from licensure for contractors operating under the "handyman exemption," Arizona Revised Statute §32-1121(A)(14), subparagraph (c), requires that any advertising include the phrase "**not a licensed contractor**".

Unlicensed contractors who fail to include "**not a licensed contractor**" in advertisements lose their exempt status from licensure and are subject to criminal prosecution or civil fines for unlicensed advertising and possibly unlicensed contracting. Additionally, pursuant to Arizona Revised Statute §32-1121(A)(14), subparagraph (c), unlicensed contractors who do not have an exemption from licensure for failure to include the above language in their advertising are subject to investigation and prosecution for violations of the Arizona Consumer Fraud Act.