

Oklahoma Department of Labor



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COMMISSIONER OF LABOR

ELEVATOR LICENSE FREQUENTLY ASKED QUESTIONS

1. How do I become licensed?

- You need to complete the application at the Department of Labor and provide the required documentation.

2. Do I have to test for licensure?

- You do not have to test for Elevator licensure. Refer to OAC 380:70 – Chapter 5 for all licensure requirements.

3. Can I renew online?

- At this time, this option is not available.

4. Can I renew over the phone?

- No, you will need to provide an application with the required documentation and fee either in person or by mail.

5. What do I need to send with my application? (either renewal or new)

- For Elevator Apprentice new applicants, you will need to submit the application, copies of the required personal identification and \$25.00 fee.
- For Elevator Mechanic and Inspector renewal applicants, you need to submit the application, copies of your 8 hours of continuing education, and the required fee. If the renewal is past expiration, you will need to include an additional \$10.00 late fee. If the certification is expired by more than 30 days, there is a \$100.00 reinstatement fee in addition to the \$50.00 fee.

6. What forms of payment do we accept?

- We accept payments by cash, MasterCard, Visa, money order, cashier's check or check payable to ODOL

7. How often do I need to get my picture taken?

- You will need to appear in person every 10 years for a new photo.

8. What forms of identification are acceptable?

- A) For U.S. Citizens – A valid, unexpired driver’s license, state issued identification, or military identification, **AND** Social Security card, or certified birth certificate, or unexpired passport, or W-2 form.
B) For Non-US Citizens – state law requires the verification of immigration status (lawful presence) of all applicants

9. Where do I need to go to have my picture taken?

- You can find a complete list of licensing site from our website (<http://labor.ok.gov/>) Click on licensing, and then click on “Processing Site”.

10. Where do I get my license?

- Oklahoma Department of Labor 3017 N Stiles, Suite 100 Oklahoma City, OK from 8:00a - 4:30p Monday – Friday.