



# APPRENTICE REGISTRATION FORM & EMPLOYMENT RECORD

YOU MUST PRESENT A PICTURE ID TO OBTAIN YOUR APPRENTICE CARD

Craft Applying For: ( ) Gas Fitting ( ) Electrical ( ) Plumbing ( ) Mechanical

- ( ) I do not currently hold an Apprentice Certification
- ( ) I currently hold an Apprentice Certification #BTC-\_\_\_\_\_

NAME: \_\_\_\_\_ SS NO. \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ PHONE NO \_\_\_\_\_  
 CITY: \_\_\_\_\_  
 STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

This is to certify the above named employee is working as an apprentice with our company, which is licensed to do business in the City of Springfield, and upon such registration and issuance of a registration card, this person when working in Springfield, Missouri, will engage in and work at the appropriate building trade as an apprentice in the employ of a Springfield Certified Master in the same craft and will be supervised at the job site at all times during which they are engaged in work by a certified journeyman or master working for the employer who is physically present at the job site.

PRESENT EMPLOYER'S NAME: \_\_\_\_\_ PHONE NO: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 SUPERVISING MASTER'S NAME: \_\_\_\_\_ (Please Print)

\_\_\_\_\_  
 Signature of Supervising Master BTC- \_\_\_\_\_  
 Certification Number

Please return this completed form along with a copy of your **Photo ID** to the City of Springfield, Building Development Services, 840 Boonville Avenue, Springfield MO., 65802. There is a **\$10.00** fee for your apprentice card that must be paid before issuance of card.

Please remember to contact us if **you have an address change, or you change the company you are employed by**, otherwise your card may be put on hold or deleted until we have your changes on file.

METHOD OF PAYMENT:  CASH  CHARGE  CHECK # \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_ CARD NUMBER: BTC- \_\_\_\_\_