

REMINDER

Licensing: Rigging/Sign Hanging Foreman Tear-Off Cards

Licensed riggers/sign hangers seeking to obtain a new rigging foreman tear-off card must provide a notarized letter and other supporting documentation to the Department's Licensing Unit.

Notarized Letter Requirements

The letter for the rigging / sign hanging foreman tear-off cards must:

- Be submitted on business letterhead;
- Include the foreman's name, phone number and home address;
- State that the rigging/sign hanging foreman has the qualifications specified in [Rigging Rule 9](#);
- Be notarized; and
- Be signed and sealed by the licensee.

Additional, Supporting Documents

Licensed riggers/sign hangers must also provide the following:

- An original copy of each foreman's Designated Rigging Foremen certificate;
- One passport sized photo of licensee;
- A completed [LIC2 License Application](#); and
- \$5.00 payable by company check, cash, credit card or money order.

To obtain a new card, bring the above documentation to the Licensing Unit, Monday through Friday, 9:00am to 12:45pm.