



Department of Permitting Services  
255 Rockville Pike, 2nd Floor  
Rockville, MD 20850-4166  
Phone: 311 in Montgomery County or 240-777-0311  
Fax (240)-777-6262  
<http://montgomerycountymd.gov/permittingservices/>



## Reciprocal License Procedure – Other Jurisdiction(s) Journeyman, Master & Limited Master Electrician

### Application Requirements for Reciprocal Electrical Licenses

A reciprocal Electrical License shall be issued to any qualified applicant without examination by the Board of Electrical Examiners of Montgomery County. An applicant must be licensed in another jurisdiction in the State of Maryland for a period of at least one year prior to the application date. The other jurisdictions must have examinations and qualification procedures found by the Board to be equivalent to those required for licensing in the County and which grant similar reciprocity to Montgomery County. A licensee whose principal place of business is legally established in the State of Maryland or who is a resident of this State is eligible under the reciprocity system. Reciprocity shall be granted to the licensee to obtain only the initial reciprocal license in any other jurisdiction. A licensee whose license is suspended or revoked or who has a record of violations of the regulations in any one jurisdiction within this State, at the time of applying, may not be eligible under the reciprocity system.

1. The application is available at the following web site:  
[Application for Reciprocal License from Other Jurisdictions](#)
2. Part Two (2) of the application has to be completed and signed by the Licensing Board of Reciprocal County.
3. Submit with:
  - A. A check made out to Montgomery County for the total amount \$176.00 (non-refundable) which covers application procession.
  - B. Options for photo submittals are as follows;
    - a. Mail us a front-faced professional looking photo (e.g. no sporting activities photos, no driver's licenses, no beach photos) on a **CD** disk (JPEG format). The disk should be saved accordingly (John Doe) with the individual's name and packaged in a protective container or adequate cushioning material.
    - b. Come into the office and a photo will be taken **OR**
    - c. E-mail us an electronic photo at  
[DPSElectricalPhotos@montgomerycountymd.gov](mailto:DPSElectricalPhotos@montgomerycountymd.gov)
  - C. A signed, photo static copy of current license in reciprocal County showing the Electrical Business Name, your renewal date and license number.

With the completed application, the applicant must also submit the following:

4. **(Only for Master / Master Limited: Not Applicable for Journeyman)**

a) An Electrical Business License Application along with required supporting documents and fees, in order to be classified an Active-master and personally pull permits within Montgomery County.

**OR**

b) A letter on company letterhead from a Montgomery County licensed Electrical Business stating that the Electrical Business intends to employ this person as their Master electrician, **OR**, a letter, stating that he/she intends the license to be "Inactive".

\*Please note that Limited Masters licenses will be issued for **ONLY** the area of limitation indicated on your copy of the current license in Reciprocal County. Any changes **MUST** be supported by letter from the issuing jurisdiction.

5. Application is then forwarded to the Board of Electrical Examiners for review
6. If the Board determines that the applicant meets the qualifications, the application on package is then forwarded for processing.
7. The applicant is then issued an identification card, which must be carried at all times while performing electrical work within Montgomery County, under the jurisdiction of this office.

\*\*The Company for whom applicant will master **MUST** be licensed with Montgomery County. See DPS Electrical Business licensing page:

<http://permittingservices.montgomerycountymd.gov/DPS/license/ElectricalContractorBusinessLicense.aspx>

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