



Requirements for Solar Licensing

- A current permit to make sales at retail or confirmation of sales tax exemption from the [Rhode Island Division of Taxation](#).
- Evidence of general liability insurance coverage for bodily injury and property damage not less than \$500,000 per occurrence and in the aggregate.
- A copy of the solar retailers standard operating procedures.
- A roster of all employees and third-party sales representatives associated with the solar retailer. The roster **MUST** be updated quarterly, no later than the last day of each calendar quarter (March 31st, June 30th, September 30th and December 31st). Please utilize the approved roster template that can be found [here](#).
- State background check(s) (BCIs) from the [RI Office of the Attorney General](#) for any owner, member, director, principal officer, manager, or sales representative, including third-party sales representatives, of the solar retailer. In addition to the Rhode Island BCI, all non-residents are required to obtain a criminal history record from their home state law enforcement agency. BCIs older than 3 months will **NOT** be accepted. **In consideration of file size, please upload all record checks as one document, if possible.**
- A copy of the identification badge worn by employees and third-party sales representatives.
- A copy of **all** solar agreement forms used by the solar retailer.
- A copy of **all** standardized disclosure forms from the [Office of Energy Resources \(OER\)](#).