443 Lafayette Road North St. Paul, MN 55155 www.dli.mn.gov

MINNESOTA DEPARTMENT of LABOR and INDUSTRY JOBSITE DAILY ATTENDENCE RECORD

Construction Codes and Licensing Division
Electrical Inspections
651-284-5026

DATE	
PRIME ELECTRICAL CONTRACTOR NAME	PRIME ELECTRICAL CONTRACTOR LICENSE NUMBER
CONTRACTORIS ON SITE PERPESSATATIVE IN SUARCE	DEDDECENTATIVE C DUONE AUMADED
CONTRACTOR'S ON-SITE REPRESENTATIVE IN CHARGE	REPRESENTATIVE'S PHONE NUMBER
JOBSITE NAME	JOBSITE ADDRESS (including city or township and county)

	WHO DO YOU WORK		LICENSE OR	EFFECTIVE	EXPIRATION	
PRINTED NAME	FOR?	ASSIGNMENT	REGISTRATION	DATE	DATE	SIGNATURE
Sample Name	Acme Electric	Electrical	AJ000000	9/23/16	9/22/17	Sample Signature

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INSTRUCTIONS:

Upper Form:

A separate jobsite attendance record must be completed for each work day

The top part of the record is for the prime electrical contractor in charge

Enter the name and phone number for the prime contractor's on-site person in charge

Enter a descriptive name for the jobsite (e.g. project name)

Enter the complete jobsite address

Columns:

Employee Printed Name: The name must be legible

Who Do You Work For: Enter the name of the prime electrical contractor, electrical subcontractor or employment agency

Enter the work assigned (e.g. racking, modules, wiring, electrical, material staging, laborer, operator,

Work Assignment: etc.)

License or Registration No.: Enter the Minnesota license or registration number (AMxxxxxx, AJxxxxxx or RExxxxxx)

Effective Date: Enter the effective date from the license or registration card Expiration Date: Enter the effective date from the license or registration card

Signature: A signature is required

A copy of the jobsite attendance record must be emailed to dli.electricity@state.mn.us by 3:00 p.m. each work day