

## **INSTRUCTIONS FOR JOURNEYMAN CARD APPLICATIONS**

USW Journeyman Card applications are processed by the USW Collective Bargaining Services Department. An applicant must be a USW member. The application must be signed by the Local Union President or the Local Union President's designated representative. The Local Union seal must be affixed. The required documents are listed below and should be sent to:

**USW JOURNEYMAN CARDS/K. Culpepper, 60 BOULEVARD OF THE ALLIES, PITTSBURGH, PA 15222**

**It is recommended that the applicant maintain a photocopy of the application and attachments.**

When the application has been approved, the Journeyman Card will be sent to the Local Union President.

*Please allow three to five weeks for processing. To check the status of a card, please call 412-562-2322.*

**10-YEAR CARDS** will be issued to applicants with 10 years of experience in a trade or craft, including the combined crafts (multicrafts), that meet the guidelines and job descriptions negotiated in the respective industries. The former URW guidelines will be used for those in R/PIC. **To apply, please submit the following:**

- Completed application with DOB AND EMAIL ADDRESS!!!
- \$10.00 check or money order (NO CASH) made payable to USW (processing fee)
- Passport-type photo (please print name and Local Union number on back)
- Letter from employer on company letterhead documenting 10 years of experience in the trade or craft

**APPRENTICESHIP CARDS** will be issued to applicants who have successfully completed a jointly negotiated USW Apprenticeship Program. **To apply, please submit the following:**

- Completed application
- \$10.00 check or money order made payable to USW (processing fee)
- Passport-type photo (please print name and Local Union number on back)
- Copy of Certificate of graduation from a USW apprenticeship program or a letter from employer on company letterhead certifying completion of a USW apprenticeship program

**JOINT TRAINING CARDS** will be issued to applicants who have successfully completed a jointly administered Training Program which has been approved by the USW Collective Bargaining Services Department. **To apply, please submit the following:**

- Completed application
- \$10.00 check or money order made payable to USW (processing fee)
- Passport-type photo (please print name and Local Union number on back)
- Letter from employer documenting completion of the training program and having achieved the top grade of pay in the classification (letters must be on company letterhead)

**REPLACEMENT CARDS** -- USW members who hold Journeyman Cards from Unions that have merged with USW and who are active tradesmen or craftsmen may apply for USW Journeyman Cards without additional documentation. **To apply, please submit the following:**

- Application with top portion completed
- Passport-type photo (please print name and Local Union number on back)
- Photocopy of Journeyman Card being replaced

**REISSUED CARDS** -- At the request of a USW Local Union President or USW Journeyman, a USW Journeyman Card will be reissued due to loss or pilferage. **To apply, please submit the following:**

- Application with top portion completed **ALONG WITH DATE OF BIRTH**
- \$10.00 check or money order made payable to USW (processing fee)
- Passport-type photo (please print name and Local Union number on back)