

# USW JOURNEYMAN CARD APPLICATION

Phone: 412/562-1678

Fax: 412/562-6963

e-mail: [journeymancard@steelworkers-usw.org](mailto:journeymancard@steelworkers-usw.org)

A check or money order for \$10.00 payable to the USW, one passport-type photo 1" wide by 1 1/4" long of good quality on single weight paper, and documentation of the required experience or training (see instructions) must accompany this application.

**PLEASE PRINT OR TYPE**

Local	District	Date	Home Telephone	
Last Name	First	Middle	Date of Birth	Social Security
Address	City	State	Zip	
Present Occupation	Company	Seniority Date		

## I HEREBY MAKE APPLICATION FOR A JOURNEYMAN CARD

- Ten-Year Type                       Replacement                       Trade Certificate Type (Canadian Locals)  
 Apprenticeship Type                      (Other Union to USW)                      Inter-Provincial                       Yes                       No  
 Joint Program Type                       Reissued (Lost Card)

## IN THE FOLLOWING TRADE OR CRAFT

Journeyman Classification

## JOURNEYMAN EMPLOYMENT RECORD—List present employment first.

Name of Employer	City	State	Date - From - To	Job Classification
Name of Employer	City	State	Date - From - To	Job Classification
Name of Employer	City	State	Date - From - To	Job Classification
Name of Employer	City	State	Date - From - To	Job Classification

**Applicant's Signature**

**IS APPLICANT A USW MEMBER**     YES     NO

**AFFIX LOCAL UNION SEAL**

## APPROVED BY LOCAL UNION

Signature, Local Union President or Designated Rep                      Local Union Position Held

(Please Print or Type) Local Union President's Name

Local Union President's Mailing Address

City                      State                      Zip

Local Union President's Telephone

APPROVED BY USW INTERNATIONAL  
Signature, Collective Bargaining Services Department

**SEND TO: USW JOURNEYMAN CARDS, R/PIC OFFICE-7<sup>TH</sup> FL, 5 GATEWAY CENTER, PITTSBURGH, PA 15222**

# **SAMPLE**

## *Company Letterhead*

*Date*

To Whom It May Concern:

This letter certifies the employment of \_\_\_\_\_  
by us in the skilled trades classification of \_\_\_\_\_  
for the period \_\_\_\_\_ to \_\_\_\_\_.

He/She is considered as fully qualified for work in this skilled trades  
classification through having qualified for the maximum rate of that classification.

Very truly yours,

*Name*  
*Title of Company Representative*

## **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. To expedite the process, the Local Union seal should be affixed. The required documents are listed below and should be sent to:

**USW JOURNEYMAN CARDS, R/PIC OFFICE, 7<sup>TH</sup> FL, 5 GATEWAY CENTER, 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 six to eight weeks for processing. To check the status of a card, please call 412-562-1678.

**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 steel, aluminum and upholster divisions. The old URW guidelines will be used for those in R/PIC. ***To apply, please submit the following:***

- Completed application
- \$10.00 check or money order made payable to USW (processing fee)
- 1" x 1-1/4" passport-type photo (please print name and Local Union number on back)
- Documentation of 10 years of experience at the trade or craft (letters must be on company letterhead)

**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)
- 1" x 1-1/4" 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 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)
- 1" x 1-1/4" passport-type photo (please print name and Local Union number on back)
- Documentation of completion of the training program and having achieved the top grade of pay in the classification (letters must be on company letterhead)

**REPLACEMENT CARDS**—URW and Flint/Glass Journeyman cardholders 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, signed by the Local Union President or the Local Union President's designated representative, and Local Union seal affixed
- \$10.00 check or money order made payable to USW (processing fee)
- 1" x 1-1/4" passport-type photo (please print name and Local Union number on back)
- Photocopy of URW Journeyman Card; or
- Photocopy of Flint/Glass Card or issuance date of original card

**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. A new application signed by the Local Union President or the Local Union President's designated representative and a letter requesting such re-issuance and reason for the re-issuance must include the name, Local Union number, Social Security number and trade or craft the card was issued in. Also such request must include a passport-type photo 1" wide by 1 1/4" long. No additional fee is required for the re-issuance of a USW Journeyman Card.