

1. ADDITIONAL REQUIRED DOCUMENTATION:

- A) If you answered “yes” to question 1, 2, 3, and/or 4 on page 1, you must submit complete documentation – including any police arrest report, court docket, probation/parole officer report, diversion agreement, and/or plea in abeyance agreement – for each and every arrest, charge, and/or conviction.
- B) If you answered “no” to question 5, 6, 7, and/or 8 on page 1, you must submit a written explanation.
- C) If you cannot sign the “Affidavit” on page 1, you must submit a written explanation.

2. CHECKLIST FOR TIMELY RENEWAL / REINSTATEMENT BY MAIL:

- Answer all eight of the certification questions on page 1 and provide additional documentation, if applicable (#1A & #1B).
- Sign the Affidavit on page 1 or submit a complete explanation of why you cannot sign (#1C above).
- Pay the correct fee. If reinstating a license after the expiration date, you must pay an additional reinstatement fee.
- Sign your check or money order. **DO NOT SEND CASH.** (Make checks or money orders payable to “DOPL.”)
- Mail all fees, forms, and documentation to DOPL at PO Box 146741, Salt Lake City, UT 84114-6741.

3. ON-LINE RENEWAL INFORMATION: Most professional licenses can be renewed on-line at www.dopl.utah.gov by using a credit or debit card and a unique “Renewal ID Number” (similar to a pin number), which can be found on the front page of this form. This timesaving system allows a renewing licensee to immediately print out a confirmation of renewal that is as valid as a license certificate and can be used until a renewed license certificate arrives by mail within two weeks. Contact DOPL if you do not have a renewal ID number.

4. ADDRESS CHANGE: You are responsible to notify DOPL of address changes as they occur. Do not rely on postal service forwarding orders to provide DOPL with this information. Submit changes online at www.dopl.utah.gov. If licensed as an entity, you must also notify the Utah Division of Corporations of the change: (801) 530-4849.

5. APPLICATION APPROVAL: Your application will be approved unless you do not meet the renewal / reinstatement requirements or have engaged in serious misconduct. Licenses with specific requirements listed on page 1 of this form may be subject to audit by DOPL. Those selected for audit will be notified. Please note that DOPL reserves the right to initiate action at any time against a licensee who did not meet the renewal / reinstatement requirements at the time the license was issued.

6. REINSTATEMENT FEES: If you fail to timely renew your license, you will be subject to the following conditions:

- A) If you are reinstating your license within 30 days after the expiration date of your license, you must submit the renewal fee **PLUS** an additional \$20.00.
- B) If you are reinstating a contractor with LRF license after 30 days and within two years of the expiration date of your license, you must submit the renewal fee **PLUS** an additional \$100.
- C) If you are reinstating a contractor without LRF license after 30 days and within two years of the expiration date of your license, you must submit the renewal fee **PLUS** an additional \$50.
- D) Fees are subject to change each July 1. If listed, the fees on the application are current at the time printed. Please verify the current fee at www.dopl.utah.gov if applying for reinstatement more than one year following expiration of your license.

NOTICE: If you fail to reinstate your license within two years of the expiration date of your license, you must submit a new application, meet current requirements for licensure, and pay the fees specified in subsection R156-1-308g(3). Contact DOPL for assistance if reinstating after two years of expiration.

7. TAX ID NUMBER: The Tax ID Number for the Division of Occupational and Professional Licensing is 87-6000545.