

## RENEWAL/REINSTATEMENT FORM

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	OCCUPATION / PROFESSION TITLE	RENEWAL FEE	EXPIRATION DATE	REINSTATEMENTS
Please fill in:	Professional Structural Engineer	\$74.00	March 31 <sup>st</sup> of odd years	Additional fees are required after expiration. See reverse for details.
↓ NAME AND A	DDRESS OF RECORD \	<b>↓ ADDRE</b>	SS / PHONE CO	<b>DRRECTION</b> ↓
Name:		Is thi	s a new address	:? □ Yes □ No
\ddress.				
	This in	This information will be used for all correspondence from DOPL. You may use a business address or PO Box instead of a home address. If your address		
City:				
Phone: ()		change	es, notify DOPL direct	tly. Do not rely on a postal
- - - -			e forwarding order. Sเ SIDE WAYdoplweb@	ubmit changes to 239 W outah.gov
	STIONNAIRE Answer "YES" or 'leading, or fraudulent answers may result in los			
(For questions 1 - 4 below, motor vehic	cle offenses such as driving while impaired or intoxicated must	be disclosed, but minor traffic o	ffenses such as parking or spee	ding violations do not need to be listed.)
☐ Yes ☐ No ☐ 1. Sin	ice the last renewal or issuance of this license plea in abeyance to, or entered into a deferred se	have you pled guilty to entence with respect to a	o, pled no contest to, be nv felonv or misdemeano	en convicted of, made or in any jurisdiction?
Dyas DNs 2. Sin	ice the last renewal or issuance of this license ha			
3. Sin	y jurisdiction?  Indee the last renewal or issuance of this license has been a proposed a profession?	ave you surrendered or h	nad any disciplinary action	n taken against a
Dyon DNo 4. Are	ense to practice in a regulated profession?  e you currently under investigation or is any disci	iplinary, administrative, c	or criminal action pending	against you now by
ally	y agency? ' TO QUESTION 1, 2, 3 OR 4 ABOVE, SEE #1	A ON PAGE TWO FOR	INSTRUCTIONS ON AD	DITIONAL REQUIREMENTS
☐ I am a foreign nat☐ None of the abov☐ Driver's License of	tes citizen OR a non-citizen of the United tional not physically present in the United re (please explain):  or State ID card:  State of issue  old a US Driver's license or a US State ID, y	d States  ID/License Number	Ex	xpiration date nt and valid government
issued docume	ents(s) showing evidence of lawful presence	e in the United States.		
	ATURE Read the following ca			
	f perjury that I am a United States citizen or a	•	•	
	completed or will complete all renewal require icense. I understand that I may be subject to			
for the renewal or reinst correct, and is free of fra and will be available for	the licensee described and identified in this a ratement of this license. To the best of my knot aud, misrepresentation, or omission of materi inspection by the public, except with regard to vernment Records Access and Management	owledge, the informatio al fact. I understand that to the release of inform	on contained in this appl at this application will be ation which is classified	lication is complete and e classified as a public record
Social Security Number	er			
Signature:		Date:	(If unable to sign, see	#1B on page 2 for instructions.)
RENEWAL REQUI	REMENTS Specific to your license.	:		Your license will automatically
In accordance with Subsect must have completed 30 ho business and technical cont initial license during the mos	tion R156-22-304, during each two-year state ours of qualified professional education direct tent relevant to your professional practice. If st recent continuing education cycle, you must cation for the time you were actually licensed	e licensing cycle, you ly related to ethics, you received your st complete a pro-rata	date. If your license e until a new license is Subsection <u>58-1-501</u> U.C.A., make it unlay	new it prior to its expiration expires you may not practice issued.  (1)(a) and Section 58-1-502, wful and punishable as a ractice your occupation or

documentation of your completed hours unless you are audited and requested to do so.

profession beyond the expiration of your license.

## ADDITIONAL REQUIRED DOCUMENTATION

- A. If you answered "yes" to question 1, 2, 3, and/or 4 on the first page of this renewal, you must submit complete documentation including a personal narrative and 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 cannot sign the Affidavit on the first of this renewal, you must submit a complete written explanation of why you cannot sign. If applicable, this explanation must include the reasons you have not or will not complete the continuing education requirements before the expiration or reinstatement of your license. DOPL personnel will reach a renewal decision on a case-by-case basis after a thorough review of your explanation. Additionally, you may be requested to provide additional information if the documentation submitted is insufficient.

## CHECKLIST FOR TIMELY RENEWAL / REINSTATEMENT BY MAIL

Answer all four of the certification questions on page 1 and provide additional documentation, if applicable (#A above).
Sign the Affidavit on page 1 or submit a complete explanation of why you cannot sign (#B 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. <b>DO NOT SEND CASH.</b> (Make checks or money orders payable to "DOPL.")
Enclose documentation of your legal name change, if applicable.
Mail all fees, forms, and documentation to DOPL at PO Box 146741, Salt Lake City, UT 84114-6741.

**LEGAL NAME CHANGE**: If your legal name has changed, you must verify the change by submitting a copy of a marriage certificate, divorce decree, court order, social security card, or contractor name change form. If your name change represents a new business entity, you must submit a new application for licensure before beginning practice as the new entity.

<u>ADDRESS OR EMAIL CHANGE:</u> You must keep your address current with DOPL, including your email address. You cannot rely on postal service forwarding. Submit changes online at <a href="https://www.dopl.utah.gov">www.dopl.utah.gov</a>. (If licensed as an entity, including sole proprietor, you must also notify the Utah Division of Corporations of any change: (801) 530-4849.)

<u>TIMELY RENEWAL</u>: You are responsible to comply with all renewal / reinstatement requirements stated in statute and rule. Your license will automatically expire unless you renew it prior to its expiration date. Therefore, you are encouraged to immediately submit a completed Application for License Renewal / Reinstatement. You can save time by renewing online at <a href="https://www.dopl.utah.gov">www.dopl.utah.gov</a> where you can immediately print out a confirmation of renewal.

<u>APPLICATION APPROVAL</u>: 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.

**NON-REFUNDABLE FEES**: Renewal fees paid with this application are for processing your request for renewal of licensure and are non-refundable. Please be aware that simply paying the fees does not mean that your license will be automatically renewed unless you meet the current renewal requirements and thereby qualify for a renewed license.

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

- 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 for **EACH** license being reinstated.
- If you are reinstating your license after 30 days and within two years of the expiration date of your license, you must submit the renewal fee **PLUS** an additional \$50.00 for **EACH** license being reinstated. (*Reinstating Lien Recovery Fund members must also submit another \$50.00 in addition to any special LRF assessments.)*
- 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.

<u>ON-LINE RENEWAL INFORMATION</u>: Most professional licenses can be renewed on-line at <u>www.dopl.utah.gov</u> by using a credit or debit card and a unique "Renewal ID Number" (similar to a pin number). This timesaving system allows for convenient license renewal. The updated license should be emailed to the email in your record on the next business day. Contact DOPL if you do not have a renewal ID number.

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