

## RENEWAL/REINSTATEMENT FORM

U.C.A., make it unlawful and punishable as a criminal offense to practice your occupation or

profession beyond the expiration of your license.

	OCCUPATION / PROFESSION TITLE	RENEW	AL FEE	EXPIRATION DATE		
Please fill in:	Funeral Service Director	\$88	.00	May 31 <sup>st</sup> of even years.	Additional fees are required after expiration. See reverse for details.	
<b>↓ NAME AND AI</b>	ODRESS OF RECORD \	$\downarrow$ A	ADDRE	SS / PHONE CO	ORRECTIO:	$\mathbf{N}\downarrow$
lame:			le thi	s a new address	?	□ No
.ddress:			13 (11)	s a new address		
			This in	formation will be use	d for all corresp	ondence
ty: State: Zip:			Box instead of a home address. If your mailing or			
none: () Country:						
			mail, d	o not rely on a postal	service forward	
mail:			Submit	changes to <u>doplweb</u>	<u>@utah.gov</u>	
	STIONNAIRE Answer "YES" or "					
Please note that false, misle	eading, or fraudulent answers may result in los e offenses such as driving while impaired or intoxicated must l	s of licensu	re and/or cri	minal prosecution and a	re subject to rand	om audit.
Dyss DNs 1. Since	ce the last renewal or issuance of this license	have you p	led guilty to	, pled no contest to, be	en convicted of, r	nade
2 Sino	lea in abeyance to, or entered into a deferred se ce the last renewal or issuance of this license ha					
any	jurisdiction?	•		•	•	
	ce the last renewal or issuance of this license hanse to practice in a regulated profession?	ave you surr	endered or h	nad any disciplinary actio	n taken against a	
Dyes DNs 4. Are	you currently under investigation or is any discip	plinary, adm	inistrative, o	r criminal action pending	against you now b	ру
ally	agency?  TO QUESTION 1, 2, 3 OR 4 ABOVE, SEE #1	A ON PAGI	TWO FOR	INSTRUCTIONS ON AD	DITIONAL REQUI	REMENTS
Please Select ONE:						
	es citizen OR a non-citizen of the United	States w	ho is lawfu	illy present.		
_	onal not physically present in the United					
□ None of the above	e (please explain):					
Driver's License o	or State ID card:  State of issue	ID/Licen	se Number	F	piration date	
	old a US Driver's license or a US State ID, y				•	ernment
	ents(s) showing evidence of lawful presence					
AFFIDAVIT / SIGN.	ATURE Read the following car	refully. S	ign belov	v or follow the instr	ructions as inc	dicated.
· I certify under penalty of	perjury that I am a United States citizen or a	qualified al	ien who is l	awfully able to work in t	the United States	
	completed or will complete all renewal require					e expiratio
•	cense. I understand that I may be subject to a the licensee described and identified in this a	-		•		all roops
	atement of this license. To the best of my kno					
correct, and is free of fra	ud, misrepresentation, or omission of materia	al fact. I und	derstand tha	at this application will be	e classified as a p	oublic reco
	inspection by the public, except with regard to ernment Records Access and Management A				as controlled, pr	ivate, or
protected ander the Gov	enment Necords Access and Management	Act of restri	Cica by our	Criaw.		
Social Security Number	er					
Signature:		Date:		(If unable to sign, see	#1B on page 2 for in	nstructions.)
RENEWAL REQUII	<b>REMENTS</b> Specific to your license:			Unlawful Conduct:  expire unless you rer		
In accordance with Subsect	tion <u>R156-9-304</u> , during the past 2 years, yo ified continuing professional education relate	u must hav	/e	your license expires		
	med continuing professional education relations ense during the current renewal cycle, you m			license is issued. Subsection <u>58-1-501</u>	(1)(a) and Section 5	58-1-502.

pro-rata amount of qualified professional education for the time you were actually licensed.

DO NOT submit documentation of your completed hours unless you are audited and

requested to do so.



## 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 page 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 of the certification questions on pages 1 & 2, and provide additional documentation, if applicable (#A & B 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 an updated social security card, passport, driver license, marriage certificate, divorce decree, and/or court order. 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.)

**TIMELY RENEWAL**: You are responsible to comply with all renewal / reinstatement requirements in statute and rule, and your license will automatically expire unless you renew it prior to its expiration date. Therefore, you are encouraged to 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. 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. Simply paying the fees does not mean that your license will be automatically renewed.

**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.

ON-LINE RENEWAL INFORMATION: If you do not already have a **Utah ID**, you will need to create an account. Gather your license number, social security number, debit or credit card, and your Registration Code. Go to <a href="https://docs.mylicenseone.com">utahdoc.mylicenseone.com</a> and follow the directions under Existing License Holders to link your license to your account. Then, follow the online instructions for license renewal. A renewed license, certificate, or registration will be emailed to you the next business day after your online renewal is completed.

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