UTAH DEPARTMENT OF COMMERCE

Division of Professional Licensing

RENEWAL/REINSTATEMENT FORM

LICENSE NUMBER	OCCUPATION / PROFESSION TITLE	RENEWAL FEE	EXPIRATION DATE	REINSTATEMENTS	
Please fill in:	Pre-Need Sales Agent	\$73.00	May 31 st of even years.	Additional fees are required after expiration. See reverse for details.	
\downarrow NAME AND AD	DRESS OF RECORD \downarrow	↓ ADDRES	SS / PHONE CC	PRRECTION \downarrow	
Name:		Is this	s a new address	? □Yes □No	
Address:					
	State: Zip:	This inf from D0	This information will be used for all correspondence		
Phone: () Country:		email a mail, do	 email address changes, notify DOPL directly. For mail, do not rely on a postal service forwarding order. Submit changes to <u>doplweb@utah.gov</u> 		
Email:			-		
	TIONNAIRE Answer "YES" or				
	ading, or fraudulent answers may result in lo offenses such as driving while impaired or intoxicated mus				
Yes No 1. Since the last renewal or issuance of this license have you pled guilty to, pled no contest to, been convicted of, made a plea in abeyance to, or entered into a deferred sentence with respect to any felony or misdemeanor in any jurisdiction? 2. Since the last renewal or issuance of this license have you been charged with or arrested for any felony or misdemeanor in					
□ Yes □ No any jurisdiction?					
Yes No 3. Since the last renewal or issuance of this license have you surrendered or had any disciplinary action taken against a license to practice in a regulated profession?					
Yes No 4. Are you currently under investigation or is any disciplinary, administrative, or criminal action pending against you now by any agency?					
IF YOU ANSWERED "YES"	TO QUESTION 1, 2, 3 OR 4 ABOVE, SEE #	1A ON PAGE TWO FOR	INSTRUCTIONS ON AD	DITIONAL REQUIREMENTS.	
Please Select ONE:			II		
□ I am a United States citizen OR a non-citizen of the United States who is lawfully present.					
 I am a foreign national not physically present in the United States. None of the above (please explain):					
	Otata ID and				
Driver 3 License of	State of issue	ID/License Number	Ex	piration date	
NOTE: If you do not hold a US Driver's license or a US State ID, you must present a legible copy of your current and valid government issued documents(s) showing evidence of lawful presence in the United States.					
AFFIDAVIT / SIGNA	TURE Read the following ca	arefully. Sign below	or follow the instr	uctions as indicated.	
I certify under penalty of perjury that I am a United States citizen or a qualified alien who is lawfully able to work in the United States.					
• I also certify that I have completed or will complete all renewal requirements, if applicable, including those specified below before the expiration					
or reinstatement of my license. I understand that I may be subject to audit by DOPL of having met these requirements.					
for the renewal or reinsta correct, and is free of frau and will be available for in	he licensee described and identified in this tement of this license. To the best of my kn Id, misrepresentation, or omission of mater aspection by the public, except with regard ernment Records Access and Management	owledge, the information ial fact. I understand tha to the release of informa	n contained in this appli t this application will be tion which is classified	cation is complete and classified as a public record	
Social Security Number					
Signature:		Date:	(If unable to sign, see	#1B on page 2 for instructions.)	
RENEWAL REQUIR	EMENTS Specific to your license	2:		Your license will automatically	
In accordance with <u>58-9-302</u> funeral service establishmer engage in the sale of any pr insurance policy or product t Need Sales Agent must mai	es Agent intends to ole or in part by an sales agent, the Pre-	 expire unless you renew it prior to its expiration date your license expires you may not practice until a new license is issued. Subsection <u>58-1-501(1)(a)</u> and Section <u>58-1-502</u>, U.C.A., make it unlawful and punishable as a criminal offense to practice your occupation or profession beyond the <u>expiration of your license</u>. 			



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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*).
- **D** 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."*)
- 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.

ADDRESS OR EMAIL CHANGE: You must keep your address current with DOPL, including your email address. You cannot rely on postal service forwarding. Submit changes online at <u>www.dopl.utah.gov</u>. (*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 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 <u>www.dopl.utah.gov</u> 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.

<u>ON-LINE RENEWAL INFORMATION</u>: 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 <u>utahdoc.mylicenseone.com</u> 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.