UTAH DEPARTMENT OF COMMERCE

**Division of Professional Licensing** 

## **RENEWAL/REINSTATEMENT FORM**

LICENSE NUMB	ER OCCUPATION / PRO	FESSION TITLE	RENEW	AL FEE	EXPIRATION DATE	REINSTATEMENTS	
Please fill in: Dentist Controlled Su			<u>\$73.00 + \$78.00</u> <b>\$151.00</b>		May 31 <sup>st</sup> of even years.	Additional fees are required after expiration. See reverse for details.	
$\downarrow$ NAME AND	ADDRESS OF REC	CORD↓	$\downarrow A$	DDRE	SS / PHONE CC	<b>PRRECTION</b> $\downarrow$	
Name:				ls thi	s a new address	? □Yes □No	
Address:							
						d for all correspondence	
City: State: Zip:				Box instead of a home address. If your mailing or			
Phone: () Country:				email address changes, notify DOPL directly. For			
mail:				mail, do not rely on a postal service forwarding order. Submit changes to <u>doplweb@utah.gov</u>			
	UESTIONNAIRE An		"NO" for e		•		
Please note that false,	misleading, or fraudulent answ	ers may result in lo	ss of licensu	e and/or cri	iminal prosecution and a	re subject to random audit.	
1	vehicle offenses such as driving while im Since the last renewal or issu						
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?							
Yes No 2. Since the last renewal or issuance of this license have you been charged with or arrested for any felony or misdemeanor in any jurisdiction?							
<ul> <li>Yes D No</li> <li>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?</li> </ul>							
4. Are you currently under investigation or is any disciplinary, administrative, or criminal action pending against you now by							
	any agency? ES" TO QUESTION 1, 2, 3 OF	R 4 ABOVE, SEE #	1A ON PAGE	TWO FOR	INSTRUCTIONS ON AD	DITIONAL REQUIREMENTS.	
Please Select ONE:							
□ 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):							
Driver's Licen	se of State ID card:	f issue	ID/Licen	se Number	Ex	piration date	
<b>NOTE:</b> 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 / SI	GNATURE Read 1	the following ca	arefully. S	ign belov	v 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.							
<ul> <li>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.</li> </ul>							
<ul> <li>I further certify that I am the licensee described and identified in this application for license renewal / reinstatement. I am qualified in all respects</li> </ul>							
for the renewal or reinstatement of this license. To the best of my knowledge, the information contained in this application is complete and							
correct, and is free of fraud, misrepresentation, or omission of material fact. I understand that this application will be classified as a public record							
and will be available for inspection by the public, except with regard to the release of information which is classified as controlled, private, or protected under the Government Records Access and Management Act or restricted by other law.							
Social Security Nu	mber -	-	NPI (Natio	nal Provide	er Identifier)		
Signature:			Date:			#1B on page 2 for instructions.)	
RENEWAL REQ	UIREMENTS Specifi	ic to your license	2:		Unlawful Conduct:	Your license will automatically	
In accordance with Subsection R156-69-304a, during the past 2 years, renewing der						new it prior to its expiration date. Is you may not practice until a	
completed 30 hours of qualified continuing professional education; and in accordance with <u>Utah</u> Code § 58-37-6.5 (3),(4), and (6), controlled substance licenses, must complete at least 2 continuing							
education hours per licensing period and 30 minutes for the online DOPL tutorial and quiz. If you Subsection 58-1-501(1)(a) and Section 58-1-502.							
received your initial license during the current renewal cycle, you must only complete a amount of qualified professional education for the time you were licensed.					U.C.A., make it unlaw	ful and punishable as a	
amount of qualified professional education for the time you were licensed. DO NOT submit documentation of completed hours unless you are audited and requested to do so.							

 DOPL • Heber M. Wells Building • 160 East 300 South • P.O. Box 146741, Salt Lake City, UT 84114-6741 • www.dopl.utah.gov

 Page 1 of 2
 telephone (801) 530-6628 • toll-free in Utah (866) 275-3675 • fax (801) 530-6511
 v.20240222



UTAH DEPARTMENT OF COMMERCE Division of Professional Licensing

## 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.