

RENEWAL/REINSTATEMENT FORM

| | OCCUPATION / PROFESSION TITLE | RENEWAL FE | EXPIRATION DATE | REINSTATEMENTS | |
|---|---|---|---|---|--|
| Please fill in: | Massage Apprentice | \$20.00 | May 31st of odd years | Additional fees are required after expiration. See reverse for details. | |
| ↓ NAME AND A I | DDRESS OF RECORD \ | ↓ ADDF | RESS / PHONE CO | DRRECTION ↓ | |
| lame: | | Is | this a new address | ? □ Yes □ No | |
| Address: | | | | | |
| | | This | | d for all correspondence | |
| City: State: Zip: | | | from DOPL. You may use a business address or PO Box instead of a home address. If your address | | |
| hone: () | | cha | nges, notify DOPL direc vice forwarding order. Su | tly. Do not rely on a posta ubmit changes to | |
| mail: | | | lweb@utah.gov | J | |
| <u> </u> | STIONNAIRE Answer "YES" or | | | | |
| | eading, or fraudulent answers may result in lostle offenses such as driving while impaired or intoxicated must | | | | |
| 1. Sin | ce the last renewal or issuance of this license | have you pled guilt | y to, pled no contest to, be- | en convicted of, made | |
| a p | olea in abeyance to, or entered into a deferred so lice the last renewal or issuance of this license h | | | | |
| □ Yes □ No any | / jurisdiction? | , | • | · | |
| ☐ Yes ☐ No ☐ lice | ice the last renewal or issuance of this license hense to practice in a regulated profession? | • | | · · | |
| | you currently under investigation or is any disc agency? | | | | |
| IF YOU ANSWERED "YES" | ' TO QUESTION 1, 2, 3 OR 4 ABOVE, SEE # | 1A ON PAGE TWO F | FOR INSTRUCTIONS ON AD | DITIONAL REQUIREMENTS. | |
| ☐ I am a foreign nat☐ None of the abov☐ Driver's License of NOTE: If you do not he | tes citizen OR a non-citizen of the Unite cional not physically present in the United te (please explain): or State ID card: State of issue old a US Driver's license or a US State ID, cents(s) showing evidence of lawful presence | ID/License Numb | per Ex legible copy of your currer | rpiration date nt and valid government | |
| AFFIDAVIT / SIGN | ATURE Read the following ca | refully. Sign be | low or follow the instr | uctions as indicated. | |
| | f perjury that I am a United States citizen or a | qualified alien who | is lawfully able to work in t | he United States. | |
| | completed or will complete all renewal requir icense. I understand that I may be subject to | | | | |
| I further certify that I am for the renewal or reinsta correct, and is free of fre and will be available for | the licensee described and identified in this atement of this license. To the best of my known and, misrepresentation, or omission of material inspection by the public, except with regard exernment Records Access and Management | application for licent owledge, the inform ial fact. I understand to the release of info | se renewal / reinstatement. ation contained in this appl If that this application will be prmation which is classified | I am qualified in all respect: ication is complete and classified as a public recor | |
| Social Security Number | | _ | | | |
| Signature: | | Date: | (If unable to sign, see | #1B on page 2 for instructions.) | |
| RENEWAL REQUI | REMENTS Specific to your license | : | expire unless you rer | Your license will automatically new it prior to its expiration date. s you may not practice until a | |
| | | | U.C.A., make it unlay criminal offense to pr | (1)(a) and Section <u>58-1-502,</u> vful and punishable as a actice your occupation or e 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). |
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| 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. 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 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 www.dopl.utah.gov. (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 www.dopl.utah.gov 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.