

RENEWAL/REINSTATEMENT FORM

	OCCUPATION / PROFESSION TITLE	E RENEWAL FEE	EXPIRATION DATE	
Please fill in:	Massage Therapist	\$52.00	May 31 st of odd years	Additional fees are required after expiration. See reverse for details.
↓ NAME AND A I	DDRESS OF RECORD \	↓ ADDRE	SS / PHONE CO	RRECTION ↓
lame:		Is th	is a new address	? □ Yes □ No
.ddress:				. 100 1100
		This in	formation will be used	d for all correspondence
ity:		_ from DOPL. You may use a business address or PO Box instead of a home address. If your address		
hone: ()		chang	es, notify DOPL direct	tly. Do not rely on a post
mail:			e forwarding order. Sเ eb@utah.gov	ıbmit changes to
	STIONNAIRE Answer "YES" or eading, or fraudulent answers may result in lo			
For questions 1 - 4 below, motor vehicle	le offenses such as driving while impaired or intoxicated mu	st be disclosed, but minor traffic o	offenses such as parking or speed	ling violations do not need to be listed
	ce the last renewal or issuance of this licens lea in abeyance to, or entered into a deferred			
Dyes DNs 2. Sin	ce the last renewal or issuance of this license			
ally	jurisdiction? ce the last renewal or issuance of this license	have you surrendered or	had any disciplinary action	n taken against a
Li Yes Li No lice	nse to practice in a regulated profession? you currently under investigation or is any dis	•		-
Li les Li No anv	agency?			
F YOU ANSWERED "YES"	TO QUESTION 1, 2, 3 OR 4 ABOVE, SEE	f1A ON PAGE TWO FOR	R INSTRUCTIONS ON AD	DITIONAL REQUIREMENTS
□ I am a foreign nat□ None of the above	tes citizen OR a non-citizen of the Unitional not physically present in the Unite (please explain): or State ID card: State of issue	ed States		piration date
	old a US Driver's license or a US State ID, ents(s) showing evidence of lawful present		gible copy of your currer	nt and valid government
AFFIDAVIT / SIGN	ATURE Read the following c	arefully. Sign below	w 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 t	he United States.
	completed or will complete all renewal requicense. I understand that I may be subject t			
•	the licensee described and identified in this	•	•	
for the renewal or reinsta correct, and is free of fra and will be available for	atement of this license. To the best of my kind, misrepresentation, or omission of mate inspection by the public, except with regard vernment Records Access and Managemer	nowledge, the information rial fact. I understand th I to the release of inform	on contained in this appli at this application will be ation which is classified	ication is complete and classified as a public reco
Social Security Number	er			
Signature:		Date:	(If unable to sign, see	#1B on page 2 for instructions.)
RENEWAL REQUI	REMENTS Specific to your licens	e:	expire unless you ren	Your license will automatically lew it prior to its expiration date s you may not practice until a .
			U.C.A., make it unlaw criminal offense to pra	(1)(a) and Section <u>58-1-502</u> , ful 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).
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.