

RENEWAL/REINSTATEMENT FORM

profession beyond the expiration of your license.

LICENSE NUMBER	OCCUPATION / PROFESSION TITLE	RENEWAL FEE	EXPIRATION DATE	REINSTATEMENTS	
Please fill in:	Professional Engineer	\$74.00	March 31 st of odd years	Additional fees are required after expiration. See reverse for details.	
↓ NAME AND AI	DDRESS OF RECORD↓	↓ ADDRE	SS / PHONE CO	DRRECTION ↓	
Name:		Is thi	s a new address	s? □ Yes □ No	
Address:					
		This in	formation will be use	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		
Phone: ()		change		ctly. Do not rely on a postal	
	service	service forwarding order. Submit changes to doplweb@utah.gov			
QUALIFYING QUES	STIONNAIRE Answer "YES" or "	'NO" for each que	stion. Do not leave	e any question blank.	
Please note that false, misle (For questions 1 - 4 below, motor vehicle	eading, or fraudulent answers may result in los e offenses such as driving while impaired or intoxicated must i	s of licensure and/or cr be disclosed, but minor traffic o	iminal prosecution and a ffenses such as parking or spee	re subject to random audit. eding violations do not need to be listed.)	
☐ Yes ☐ No 1. Sind a pl	ce the last renewal or issuance of this license ea in abeyance to, or entered into a deferred se	have you pled guilty to	o, pled no contest to, be ny felony or misdemeand	een convicted of, made or in any jurisdiction?	
	ce the last renewal or issuance of this license ha jurisdiction?	ave you been charged w	ith or arrested for any fel	ony or misdemeanor in	
☐ Yes ☐ No 3. Sind licer	be the last renewal or issuance of this license has to practice in a regulated profession?	ave you surrendered or I	nad any disciplinary actio	n taken against a	
Dyon DNo. 4. Are	you currently under investigation or is any disciagency?	plinary, administrative, c	r criminal action pending	against you now by	
	TO QUESTION 1, 2, 3 OR 4 ABOVE, SEE #1	A ON PAGE TWO FOR	INSTRUCTIONS ON AD	DITIONAL REQUIREMENTS.	
Please Select ONE:					
	es citizen OR a non-citizen of the United		ılly present		
_	onal not physically present in the United				
	e (please explain):				
Driver's License o	r State ID card: State of issue	ID/License Number	<i>E</i> :	xpiration date	
	old a US Driver's license or a US State ID, y	ou must present a leg		·	
	nts(s) showing evidence of lawful presence				
AFFIDAVIT / SIGN.					
	perjury that I am a United States citizen or a	•	•		
	completed or will complete all renewal require cense. I understand that I may be subject to a				
for the renewal or reinsta correct, and is free of fra and will be available for i	the licensee described and identified in this a stement of this license. To the best of my kno ud, misrepresentation, or omission of materia nspection by the public, except with regard to ernment Records Access and Management	owledge, the informational fact. I understand the other release of inform	n contained in this app at this application will be ation which is classified	lication is complete and e classified as a public record	
Social Security Numbe	r				
Signature:		Date:	(If unable to sign, see	e #1B on page 2 for instructions.)	
RENEWAL REOUII	REMENTS Specific to your license:	,	Unlawful Conduct:	Your license will automatically	
In accordance with Subsecti must have completed 30 hor business and technical conte initial license during the mos	on R156-22-304, during each two-year state urs of qualified professional education directlent relevant to your professional practice. If yet recent continuing education cycle, you must ation for the time you were actually licensed	licensing cycle, you y related to ethics, you received your st complete a pro-rata	date. If your license of until a new license is Subsection <u>58-1-501</u> U.C.A., make it unla	new it prior to its expiration expires you may not practice issued. I(1)(a) and Section 58-1-502, wful and punishable as a ractice your occupation or	

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 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.