

RENEWAL/REINSTATEMENT FORM

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 expiration of your license.

LICENSE NUMBER O	CCUPATION / PROFESSION TITLE	RENEW	AL FEE	XPIRATION DATE	REINSTATE	MENTS
Please fill in:	State Certified Court Reporter	\$42.00		May 31 st of even years.	Additional fees are required after expiration. See reverse for details.	
↓ NAME AND ADI	DRESS OF RECORD↓	\downarrow A	ADDRES	S / PHONE CO	RRECTIO	$\mathbf{N}\downarrow$
Name:			le this	a new address	? □ Yes	П№
Address:				Tu new address	. 🗆 103	
City: State: Zip:			This information will be used for all correspondence from DOPL. You may use a business address or PO Box instead of a home address. If your mailing or email address changes, notify DOPL directly. For mail, do not rely on a postal service forwarding order. Submit changes to doptweb@utah.gov			
Phone: () Country: Email:						
-						
	IONNAIRE Answer "YES" or ling, or fraudulent answers may result in los					
□ Yes □ No □ I am a United States □ I am a foreign nation □ None of the above (□ Driver's License or S	citizen OR a non-citizen of the United al not physically present in the United please explain):	entence with ave you bee ave you surriplinary, admit and States with States. ID/Licentyou must pri	respect to any n charged with endered or had inistrative, or E TWO FOR II ho is lawfull use Number resent a legit.	y felony or misdemeanon or arrested for any felon or arrested for any felon of any disciplinary action criminal action pending INSTRUCTIONS ON ADDRESSED ON ADDRE	r in any jurisdiction ony or misdemear on taken against a against you now buttonal REQUI	n? nor in by IREMENTS.
AFFIDAVIT / SIGNAT	<u> </u>			or follow the instr	uctions as inc	dicated
 I certify under penalty of pe I also certify that I have cor or reinstatement of my licer I further certify that I am the for the renewal or reinstate correct, and is free of fraud and will be available for ins 	rjury that I am a United States citizen or a impleted or will complete all renewal requirense. I understand that I may be subject to be licensee described and identified in this iment of this license. To the best of my known, misrepresentation, or omission of materic pection by the public, except with regard in ment Records Access and Management	a qualified and a qualified and a qualif by DC application in the control of the	lien who is la pplicable, inc DPL of having for license ree information derstand that se of informat	wfully able to work in the cluding those specified of met these requirement newal / reinstatement. contained in this applipation will be this application will be the contained is classified.	he United States below before the nts. I am qualified in ication is comple classified as a p	e expiration all respects te and bublic record
Social Security Number						
Signature:Date			(If unable to sign, see #1B on page 2 for instructions.)			
	EMENTS Specific to your license ection R156-74-304, you must m		urrent	Unlawful Conduct: \ expire unless you ren your license expires y	new it prior to its exp	oiration date. If

continuing education standards established by the National Court Reporters

Association, Council of the Academy of Professional Reporters Continuing

Education Program.



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).
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.

<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.)

TIMELY RENEWAL: 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 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. 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.

ON-LINE RENEWAL INFORMATION: 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.