

## RENEWAL/REINSTATEMENT FORM

	OCCUPATION / PROFESSION TITLE	RENEWAL FEE	EXPIRATION DATE		
Please fill in:	Outfitter	\$50.00	May 31 <sup>st</sup> of even years.	Additional fees are required after expiration. See reverse for details.	
<b>↓ NAME AND AI</b>	DDRESS OF RECORD↓	<b>↓ ADDRES</b>	SS / PHONE CO	DRRECTION ↓	
ame:		Is this	s a new address	? □ Yes □ No	
ddress:					
ity: State: Zip:		This info	This information will be used for all correspondence from DOPL. You may use a business address or PO		
		Box inst	tead of a home addr	ess. If your mailing or	
hone: ()		email address changes, notify DOPL directly. For mail, do not rely on a postal service forwarding order.			
mail:			changes to doplweb		
	STIONNAIRE Answer "YES" or '				
or questions 1 - 4 below, motor vehicl	eading, or fraudulent answers may result in los e offenses such as driving while impaired or intoxicated must	be disclosed, but minor traffic offe	enses such as parking or speed	ding violations do not need to be listed.)	
Yes No 1. Sind	ce the last renewal or issuance of this license lea in abeyance to, or entered into a deferred se	have you pled guilty to, intence with respect to an	pled no contest to, bey felony or misdemeano	en convicted of, made r in any jurisdiction?	
Dyes DNs 2. Since	ce the last renewal or issuance of this license had jurisdiction?				
3. Sino	ce the last renewal or issuance of this license hanse to practice in a regulated profession?	ave you surrendered or ha	ad any disciplinary action	n taken against a	
Dyos DNo 4. Are	you currently under investigation or is any disci	plinary, administrative, or	criminal action pending	against you now by	
F YOU ANSWERED "YES"	agency? TO QUESTION 1, 2, 3 OR 4 ABOVE, SEE #1	A ON PAGE TWO FOR I	INSTRUCTIONS ON AD	DITIONAL REQUIREMENTS.	
<ul><li>□ I am a foreign nati</li><li>□ None of the above</li></ul>	tes citizen OR a non-citizen of the United tonal not physically present in the United to (please explain):  Or State ID card:  State of issue	States.		piration date	
	old a US Driver's license or a US State ID, y ents(s) showing evidence of lawful presence		ble copy of your curre	nt and valid government	
	ATURE Read the following ca		or follow the instr	uctions as indicated.	
I also certify that I have of	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	ements, if applicable, inc	cluding those specified	below before the expiration	
for the renewal or reinsta correct, and is free of fra and will be available for	the licensee described and identified in this a atement of this license. To the best of my kno ud, misrepresentation, or omission of materi inspection by the public, except with regard t rernment Records Access and Management	owledge, the information al fact. I understand that to the release of informa	n contained in this appl t this application will be tion which is classified	ication is complete and e classified as a public record	
Social Security Number	er				
Signature:		Date:	(If unable to sign, see	#1B on page 2 for instructions.)	
RENEWAL REQUII	<b>REMENTS</b> Specific to your license.		<ul> <li>expire unless you rer your license expires y license is issued.</li> <li>Subsection <u>58-1-501</u></li> <li>U.C.A., make it unlaw criminal offense to pr</li> </ul>	Your license will automatically new it prior to its expiration date. If you may not practice until a new (1)(a) and Section 58-1-502, while and punishable as a actice your occupation or 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 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. <b>DO NOT SEND CASH.</b> (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 <a href="https://www.dopl.utah.gov">www.dopl.utah.gov</a>. (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 <a href="https://www.dopl.utah.gov">www.dopl.utah.gov</a> 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 <a href="https://docs.mylicenseone.com">utahdoc.mylicenseone.com</a> 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.