

**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
RENEWAL NOTICE**

PART A – Please read and follow all instructions carefully. PART “B” of this form is your DBPR License Renewal Notice.

Board of: _____

License #: _____

License Type: _____

Name: _____

Address: _____

City,State,Zip: _____

RETURN RENEWAL TO:

D B P R
2601 BLAIR STONE ROAD
TLH FL 32399-2500

Department Provides Instant Online Renewal

RENEW ONLINE through DBPR’s NEW Online Services - You may now make payments and access your license information using our updated web services at www.MyFloridaLicense.com. Complete instructions for activating your new online account can be found on the back of this notice.

If you mail your renewal card, please allow four (4) to six (6) weeks of processing time before calling to confirm the receipt of fees or the status of your license. You can also check the status of your license online.

If you remain on inactive status for more than two (2) consecutive license cycles and wish to reactivate your license, you may be required to meet certain additional reactivation criteria. Business licenses cannot be placed on an inactive status.

Operating without a license is illegal in the State of Florida and could subject you to administrative fines.

Please make checks and money orders payable to "Department of Business and Professional Regulation" or "DBPR."

DETACH RENEWAL NOTICE HERE

PART B

Board of: _____

License # _____

RENEWAL NOTICE

STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

IMPORTANT: SUBMITTING YOUR RENEWAL REQUEST TO THE DEPARTMENT AFFIRMS COMPLIANCE WITH ALL REQUIREMENTS FOR RENEWAL

CHECK BELOW FOR ADDRESS UPDATE
PRINT NEW ADDRESS ON BACK

CHECK BELOW FOR INACTIVE STATUS
VERIFY BOARD REQUIREMENTS
FOR CHANGE OF STATUS

YOUR: LICENSE

WILL EXPIRE:

Name: _____

REMIT FEE OF: \$

Address: _____

FEE AFTER EXPIRY: \$ (SEE ONLINE INSERT)

City,State,Zip: _____

RENEW ONLINE or access your account through DBPR's Online Services at

www.MyFloridaLicense.com

Returning Users:

- Select "My Account" from the DBPR home page.
- Enter your E-mail Address/User ID and Password to access your account.

New Users:

- Select "My Account" from the DBPR home page
- Under "Create a New Online Profile "select "Create My Account".
- Complete the User Registration form.
- Once you have created your account you will need to select "Link an Existing License to My Account".
- Select the Profession/Business category that is appropriate for your license from the drop-down menu.
- Select your license type from the drop-down menu.
- Enter your license number.
- You will be prompted to "Add" the license to the registration.
- Once this process is completed, you will be returned to the Main Menu where you can link additional licenses or perform online services, including renewing your linked license(s).

Change of Status or Change of Business Name - An application may be necessary for this change. Please visit **www.MyFloridaLicense.com** and select "**Ask US**" for more information.

Mailing and/or Location Address Changes - You can change your mailing and/or location addresses online from your online account or by using the address change block below. However, some license types, such as alcoholic beverages, tobacco, real estate schools, corporations, barber shops, cosmetology salons, etc., must submit the appropriate application to relocate their businesses.

Personal Name Change - If you are requesting a name change, please make sure that a **photocopy** of one or more of the following approved name change documents accompanies your renewal:

- Marriage License – Must reflect your new name and display the original signature and seal from the Clerk of Court.
- Divorce Decree - Must indicate that a legal name change was completed.
- Court Order – For example adoption, name change, federal identity change, ect. that reflect a legal name change.
- Petition for Name Change - This is part of the naturalization application and must show both your prior and new name.

A driver's license or social security card is **not** considered appropriate legal documentation to change your name on your DBPR license. If your renewal is submitted without the appropriate legal documentation, your license will be processed in the current name on file.

For additional information, contact us at 850.487.1395

Mailing Address

Name: _____

Address: _____

City,State,Zip: _____

I would like to change to the following new address:

____ Mailing Address

____ Location Address

____ Both Addresses

Location Address

Name _____

Address: _____

City,State,Zip: _____