

## Step 1: Renewal Application Submission

Class 1 Filing Representatives must submit their renewal applications online. Class 1 Filing Representatives that do not currently have an eFiling account will need to create an account by completing the [registration form](#). If you already have an eFiling account, please proceed to **Step 2**.

## Step 2: Submit Application & Supporting Documents

To complete the online renewal process, Class 1 Filing Representatives must submit the following documents in **PDF format** via the [DOB NOW Portal](#) in the **BIS Options** section:

**Note:** See the [Licensing Renewal Application User Guide](#) for step-by-step directions.

Supporting documents include:

- Original, **typewritten LIC8**: Filing Representative Application (LIC8 **must** be signed)
  - Recent utility bill (electric, gas, water), bank statement lease of deed with the Licensee's name and address if the home address has changed
- Completed [Child Support Certification Form](#) (no exemptions due to parental status)
- Signed [Code of Conduct](#) receipt (**must** have your Filing Representative ID # printed on the receipt)
- \$150.00 renewal fee – paid via the online portal via the online portal
- \$200.00 late renewal fee – (includes \$150.00 renewal fee and \$50.00 late fee) paid via the online portal via the online portal

*NOTE: To avoid a \$50.00 late fee, renewal applications **must** be submitted 30-60 days before the expiration date indicated on the registration card.*

- Copy of your **Certificate of Completion** for the Department-approved 16-hour course, if not already submitted

**Note:** For course information please refer to the [Filing Representative Training Courses](#) section on the Department's website.

## Step 3: Obtaining the License Card

You will receive your license card by mail.

Reminders

- Avoid delays in processing your renewal application. Documents not submitted as requested will not be processed and your application will be returned to you.
- Once a Filing Representative's identification card has expired or a new one has been issued, the prior or expired ID may no longer be used.