Registration Renewal:
Class 1 Filing Representative

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:


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

- $200.00 late renewal fee – (includes $150.00 renewal fee and $50.00 late fee) paid 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.