

Step 1: Renewal Application Submission

Tower/Climber Crane Riggers must submit their renewal applications online. Tower/Climber Crane Riggers 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: Upload Supporting Documentation

To complete the online renewal process, Tower/Climber Crane Riggers 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 [LIC2](#) License Application
- Completed, typewritten [LIC34](#): Licensing Supplemental Affidavit (if applicable)
- Completed [Child Support Certification Form](#)
- Updated [Insurance Certificates](#) (General Liability, Workers' Compensation & Disability)
- [Department-approved 8-Hour Climber/Tower Crane Rigger Course](#) Certificate (course must have been taken within one (1) year prior to renewal)
- Current license card
- DOB Physical Examination Form (LIC61)** signed by a physician or a current signed Department of Transportation Medical Examiner's Certificate
- Notarized letter from the Licensee that includes the physician's/laboratory's name, address, phone number and your **consent to release the results of a substance abuse test conducted on the licensee, to the Department upon request.**
- [Proof of Compliance with substance abuse provisions](#)
- \$50.00 renewal** – paid at the time of renewal via the online portal
- \$100.00 late renewal fee** (includes \$50.00 renewal fee and \$50.00 late fee) – paid at the time of renewal via the online portal

To avoid a \$50 late fee, renewal applications must be submitted 30-60 days before the expiration date that is indicated on your license card.

Step 3: Obtaining the License Card

You will receive your license card by mail.

*NOTE: If you received an **Intent not to Renew** letter, you **must** submit the required documentation stated in the letter **PRIOR** to renewal, and you **must** be cleared to renew before coming to the Licensing Unit to begin the renewal process.*