

## It's Time for Your Firm's License Renewal

We no longer have a 3 year license. You may have a certificate with an expiration date of 2019, but your license will expire in 2018. Check your employee's pocket ID to verify the expiration date of your firm's license.

We have a new computer system (IMS – Information Management System) that you will login to for the renewal of your firm's license. Before going online to start the renewal process, you will need the following items scanned to your computer and will need to upload that information into the IMS system as you proceed through the renewal process. All documents MUST be in PDF, TIF or JPG format and photos must be in JPG format.

1. Owner's signature page for each owner/principal
2. Owner's driver's license for each owner/principal
3. Copy of the firm's tags
4. Affidavit for each Qualifier
5. Certification for Qualifier (certificates required to be a qualifier)
6. Have your insurance agent email or fax a current General Liability and Worker's Comp insurance certificate
7. Employee signature page for each employee
8. Employee driver's license for each employee
9. Employee certification (course taken to receive a license, not CEU's)
10. Employee photo

You can find the signature pages and the affidavit on our website, [www.lasfm.org](http://www.lasfm.org), click on Code Enforcement, then Licensing, then Online Renewal Information. There you will find the forms needed. You can also click on "Guideline for License Renewal/Revision" for a step by step illustrated document to take you through the process.

If you have a Property Protection license, fingerprints are NOT required to be mailed in for renewals. Note: We only need fingerprints for any NEW employee, any employee who has not been licensed for over 2 years or is a NEW owner/principal.

If you have any new employees or owners for the firm, you will need to submit either a full 3 page employee application or firm application page 1 and 4 for any new owners/principals. You may enter the new employee or owner online during renewal, but you will also need to mail in the applications along with the fingerprint packets.

Property Protection firms MUST send in fingerprint background packs for every new employee and every new owner/officer.