

## RENEWAL INFORMATION

Not all licenses/registrations can renew with a credit card by telephone or Internet. If your renewal mailing did not include a "Touch-Tone Telephone and Internet Credit Card Renewal Information Sheet", you may not renew with a credit card.

### Internet Credit Card Renewal

- Step One: Go to [www.idfpr.com](http://www.idfpr.com)
- Step Two: Click on Professional License Renewal
- Step Three: Follow the renewal instructions on-line
- Express Access Internet Credit Card Renewal will be completed in about 3 minutes. Your license will be mailed to you in a few days.
- A convenience fee of \$1.50 to \$10.00 will be added to the cost of each license renewed by credit card, which pays for the vendor processing costs.

### Touch Tone Telephone Credit Card Renewal

- Call 1-800-823-6100 and follow the step-by-step instructions anytime you want...7 days a week, 24 hours a day with no waiting. All license renewal and credit card information is protected for your privacy.
- Express Access Touch-Tone/Credit Card Renewal will be completed in about 3 minutes. Your license will be mailed to you in a few days.
- A convenience fee of \$1.50 to \$10.00 will be added to the cost of each license renewed by credit card, which pays for the vendor processing costs.
- Address changes done by telephone are \$.50

## If You Did Not Receive Your Renewal Application

You may not have received your renewal application because the address we have for you is not correct.

**Some of the renewal applications are available for downloading.** Look for “Print Renewal” for your profession. You may click [here](#) to go back to the renewal web pages and check your profession for the availability of “Print Renewal”. If your license is active and you wish to renew:

- With a credit card via the Internet – it is not necessary to download a renewal application. Simply follow the instructions above for Internet Credit Card Renewal. Make any necessary address changes when prompted.
- With a credit card via Touch-Tone Telephone – please check this Web site for the availability of a downloadable renewal application for your profession (you need not print the application; just note the PIN, which is necessary to renew by telephone). Follow the instructions above for Touch-Tone Telephone Credit Card Renewal. Make any address changes when prompted.
- By mail – please check this Web site for the availability of a downloadable renewal application for your profession. If available, print, complete, make any address changes and return to the Department.

## Renewal by Mail

- Follow the instructions on your License Renewal Notice and respond to appropriate questions.
- Sign your name to the renewal form.
- Submit appropriate renewal fee.
- Mail all written renewals prior to the expiration date of your license to:

Department of Financial and Professional Regulation  
320 W. Washington Street, P.O. Box 7086  
Springfield, IL 62791

Incomplete renewal applications (along with your fee) will be returned for proper completion, resulting in a substantial delay in renewing your license.

### Renewal Application Status

- We encourage you to verify your license status via the Internet at [www.idfpr.com](http://www.idfpr.com). Simply click on the “License Look-up” icon. Available 24 hours a day, License Look-up is easy, fast and convenient.

### Placing Your License in Inactive Status

- You may place your license in “Inactive” status via written renewal, telephone renewal or Internet Renewal.
- Your license status will be changed to “Inactive” status immediately upon processing.
- “Inactive” status will exempt you from lapsed renewal fees; however, at such time you wish to restore your license you will be required to pay the current renewal fee and meet all applicable restoration requirements.
- To review restoration requirements:
  - Step 1: Go to [www.idfpr.com](http://www.idfpr.com)
  - Step 2: Click on the Division of Professional Regulation button
  - Step 3: Click on “Profession Selection”
  - Step 4: Choose your profession
  - Step 5: Select the Act and/or Administrative Rules for your profession.
  - Once in the Act and/or Administrative Rules, you can use the Edit-Find function to search for the words “restoration” or “restore”.
- You are prohibited from practicing during the time your license is inactive.
- You must notify the Department when you wish to restore your license.