

# APPLICATION INSTRUCTIONS FOR A RENEWAL LEAD OCCUPATION LICENSE

An electronic fill able form can be located at  
<http://health.mo.gov/safety/leadlicensing/pdf/5802360leadoccupationrenewal.pdf>

Following are step-by-step instructions for completing the Lead Occupation License Renewal Application.

## **AN INCOMPLETE APPLICATION WILL DELAY PROCESSING!**

### **Part A: Personal Information**

1. Include your legal first name, middle initial and last name.
2. Please fill in your home address information (physical location and P.O. box if applicable). *Please do not abbreviate city or street names.*
3. Your Social Security number must be included.
4. Complete employer information, including County business is located in. If not currently employed, leave blank. *Please do not abbreviate city or street names.*
5. Place an "X" to indicate where you would like all correspondence regarding your application to be mailed. If you do not indicate this information, all correspondence will be mailed to the home address.

### **Part B: Criminal Background**

1. Place an "X" in the Yes or No box (or previously submitted) with regard to felony convictions. If you answered Yes to the question, you must attach to this application a certified copy of all judgment and sentencing documents.
2. Place an "X" in the category box for which you are applying for renewal. *Mark only one.*

### **Part C: Refresher Training**

1. Please indicate where you completed your refresher training, training dates and certificate number.
4. Submit a copy of the refresher training course certificate with your application.
5. Indicate whether or not you have any disciplinary actions or violations against your license in any state.

### **Part D: Waiver (optional)**

If you would like someone to act on your behalf regarding your application, please complete this section with that individual's name, relationship, address and telephone number. Completing this section will allow staff of the Lead Licensing Program to discuss your application with individuals other than yourself. If this section is not completed, the Lead Licensing Program staff will only discuss your application with you.

### **Part E: Certification**

Please sign and date the application. **If you do not sign your renewal application, the application will be incomplete and will delay processing.**

Enclose a check or money order for the renewal fee of \$50, two passport size photos and copy of your refresher training certificate as indicated on application.

If you have any questions about the application, please contact our office at (573) 526-5873 or (888) 837-0927.

Lead Licensing Laws and Regulations are located at:  
<http://health.mo.gov/safety/leadlicensing/manuals.php>