

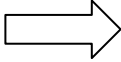


CHECKLIST FOR SUBMITTING YOUR 2012 LICENSE RENEWAL

REQUIRED DOCUMENTS

- A) License application (PI-079)
- B) Current certificate of liability insurance
- C) Corporation, partnership, or assumed name documents (where applicable)
- D) Notarized Statement of Experience (PI-217) if adding a new category or new qualifying applicator

A) LICENSE APPLICATION

- 1. List correct full legal name of the business. Make corrections by drawing a line through the printed firm name or address.
 - 2. Have you moved? Have you indicated the new street address?
 Have you indicated the new mailing address?
 - 3. Have you filled in the emergency phone number, fax number, and E-mail address?
 - 4. Are *all* the applicators full names, certification numbers, and expiration dates listed on application? Attach an additional sheet if necessary. *It is the responsibility of the firm to provide updates to MDARD regarding any changes in status of any of their applicators.*
-  **If your qualifying applicator's certification expires 12/31/11; he/she MUST take their renewal exams BEFORE the business license can be issued.**
- 5. Check all the license categories for which your firm will offer services.
 Make sure each category has a qualified applicator with up-to-date certification.
 - 6. **SIGN THE APPLICATION.** The application cannot be processed without a signature.
 - 7. Enclosure your check or money order for **\$100.00**, payable to **STATE OF MICHIGAN**

B) CORPORATION/PARTNERSHIP/ASSUMED NAME DOCUMENTS

- 1. Enclose the necessary LLC or corporate business name documentation or Assumed Name Certificate.
- 2. Make sure your corporation information is current (including limited liability corporation) with the Michigan Department of Licensing and Regulatory Affairs (LARA), Corporation Division. Their phone number is: 517/241-6470.
- 3. Verify Assumed Name Certificate for current expiration date.

C) PROOF OF INSURANCE

- 1. Certificate of liability insurance form must include:
 - Exact legal name of the business as listed on the application.
 - Exact street address for the business as listed on the application.
 - It is the responsibility of the license applicant to provide a current certificate of insurance to MDARD – not the insurance agent's duty. You must fax (517-373-3333) or mail any updated insurance information to the MDARD-Central Licensing Unit, PO Box 30017, Lansing, MI 48909.
- 2. Verify insurance coverage amounts to cover bodily injury and property damages that arise from pesticide application. See enclosed frequently asked questions (blue sheet) item #9 for amounts required by law.

D) NOTARIZED STATEMENT OF EXPERIENCE (required if you are adding a new category or have a new qualifying applicator for 2012)

- 1. The addition of a new category (not on the renewal application) requires a completed notarized copy of the enclosed Notarized Statement of Experience (Form PI-217).
- 2. A new qualifying applicator for the firm **MUST** submit a complete notarized copy of the enclosed Notarized Statement of Experience (Form PI-217)