



## Renew your license online at: [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com)

From our home page select "My Account" and follow the appropriate steps to either create an Account or to log into your existing account.

Renewing your license online:

- Is fast and easy
- Allows you to view your Continuing Education requirements
- Allows you to update your mailing address and contact information

**-OR-**

You can call the Department at 850.487.1395

Payments can be made through the IVR or selecting the option to speak to a call agent.

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FRONT

If you wish to mail your renewal notice please send the bottom portion of your renewal notice along with your payment to:

**Department of Business and Professional Regulation  
P.O. Box 6300  
Tallahassee, FL 32314-6300**

BACK

## **Self printing of your license**

If you have an online account, a copy of your license will be sent to the email address associated with your online account once you renew your license.

If you wish to print your license at any time in the future, you must sign into your online account at MyFloridaLicense.com.

If you have not yet established an online account, please take the following steps to establish your account:

1. Go to <http://www.myfloridalicense.com>
2. Select "My Account" from the menu on the top of our home page.
3. Select "Create My Account" from the links provided in the bottom left corner of the online services main menu screen under "Create a New Online Profile" and follow the directions provided to create your account.
4. Once you establish your account, you will need to link your license to your account. You will need the following information to complete this step:
  - a. Your license number
  - b. Your Initial Activation Code, this is provided to you on the reverse side of your renewal notice.
5. After linking your license, you will be directed to the Main Menu; on the right side of the Main Menu, you will see the licenses linked to your account. Select the license that you need to print.
6. Under the "Functions" menu, select the option "Print License Certificate" and follow the prompts to print your license.