

The ideal way to renew is the online renewal procedure, but if it you can't get the site to work, this will!

THE LETTER:

Write an actual letter and send your \$50 renewal fee with the letter.

THE LETTER MUST INCLUDE THE FOLLOWING INFORMATION:

Full Name

License Number

Mailing Address

Email

Phone number

Make these statements EXACTLY AS BELOW ON YOUR LETTER:

I am not more than 30 days delinquent in complying with child support order.

I have fully complied with the Continuing Education requirement of 14 hours of the renewal of my license.

DON'T FORGET TO SIGN YOUR LETTER!

Your Signature

FEE: Check or Money Order for \$50 Made payable to the:

Illinois Department of Financial and Professional Regulation

Include your professional license # in the memo.

MAIL TO:

**Department of Financial and Professional Regulation
Division of Professional Regulation
Post Office Box 7450
Springfield, Illinois 62791-7450**

PLEASE NOTE:

You Do not need to send CE documents in with your renewal letter AS LONG AS YOU ARE MAILING BY 12/31/21. After 12/31/21 your license is expired and the fee is different and proof will also be needed.

Must be Postmarked by 12/31/21