

Licensing Portal

How to Renew a Pest Control Business License

1. When the Pest Control Business License Case Status is in Renewal Window Open the business may go on to complete the Pest Control Business License Renewal. The business will not be able to complete the renewal until the status changes to Renewal Window Open which is exactly 60 days before the pest control business license will expire.

[Apply for New License](#) [Update Existing License](#)

Cases

Customer	Case Title	License Type	Case Type	Case Status	Reciprocal	Created On
Stress The BLR	0000002904	Pest Control Business	Renewal	Renewal Window Open	No	03/25/2025 09:45 PM

2. To start the renewal, you will need to click on the down arrow next to the business license you will be renewing and from the drop down click on View Case.

Cases

Customer	Case Title	License Type	Case Type	Case Status	Reciprocal	Created On
Stress The BLR	0000002904	Pest Control Business	Renewal	Renewal Window Open	No	03/25/2025 09:45 PM
Stress The BLR	0000002903	Pest Control Business	New License	Resolved	No	03/25/2025 09:21 AM

3. The business license renewal window will open. Verify the business name you are renewing appears under business information and click on next.

Pest Control Business - Renewal

Business Information	Review Business Information	Owners and Corporate Officers	Certified Operators in Charge	Employees	Upload Documents	Acknowledgement
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Business Information

Business *

Select or add a Pest Control business for this application. Press **New** after clicking **Q** if this is your first time applying.

Stress The BLR

Next

4. Review Business Information window will open. If the business information needs to be updated you may make changes here to the business address, contact information such as email and phone number, mailing address and Chemical storage. If there is no changes click on next on the bottom of the page.

Pest Control Business - Renewal

Business Information	Review Business Information	Owners and Corporate Officers	Certified Operators in Charge	Employees	Upload Documents	Acknowledgement
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5. Verify Owners and Corporate Officers, here you will be able to add/remove owners. If the FEIN number has changed you will need to stop now and complete a change of ownership application.
6. To add an owner, you will click on Add owner /Officer, a new window will open for you to enter the Owner/Officer contact information and ownership percentage. If you need to remove an owner you will

click on the drop-down arrow next to the owner/officer you are removing, then click on Remove Owner/Corporate Officer.

7. Once verified and information is correct click on Next.

Pest Control Business - Renewal

Business Information ✓ Review Business Information ✓ **Owners and Corporate Officers** Certified Operators in Charge Employees Upload Documents Acknowledgment

Owners and Corporate Officers

Add Owner/Officer

Contact	Percent Ownership (%)	
Melissa Knowles	100.00	Remove Owner/Corporate Officer

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- 8. Verify or make changes to the Certified Operator in Charge.
- 9. If the certified operator is correct and no changes need to be made you will click next on the bottom of the screen to move on.
- 10. If there is a change to the certified operator you will need to upload the required letter when you uploads the rest of the required documents before the end of the renewal.
- 11. If you are adding a new certified operator you will click on add certified operator. A new window will open, you will need to put in the new certified operator JF number and last name. Click on Next.

Employee Information Employment Information Endorsements Criminal History

Certified Operator Number (JF) *
To search for your Certified Operator Number (JF) [Click Here](#)
jf2014

Last Name of Certified Operator *
james

- 12. You will select the category from the drop down and enter the new certified operator JE number and Employment start date and check off that the employee is not employed at another pest control business. If you have a previous termination date you may enter it as well. If you are adding a new category you will need to upload the required letter when uploading the rest of the required documents before the end of the renewal. Click on Next.

Employee Information ✓ **Employment Information** Endorsements Criminal History

Certified Operator in Charge

Contact Tamara James	Certified Operator Number JF2014
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Select Categories

Categories
Fumigation x

Enter Employment Information

Employee ID Number (JE) * To search for your Pest Control Employee ID Card Number (JE) Click Here je2189	Employment Start Date * 03/19/2025
<input checked="" type="checkbox"/> * This employee is not employed at any other pest control licensee in Florida.	Previous Employer Termination Date MM/DD/YYYY

Next

13. If the certified operator has any endorsements, you will check off yes and upload the required forms. A certified operator that is certified in Fumigation or Termite and WDO is not required to and an endorsement and you would click off no.
14. If the business is not licensed in Fumigation or Termite and WDO you will not be able to click off the endorsements.
15. Click on Next.

Employee Information ✓ Employment Information ✓ **Endorsements** Criminal History

WDO Endorsement
 Yes No

Fumigation Endorsement *
 Yes No

Upload Endorsement Affidavits

Add files **New folder**

There are no folders or files to display.

Previous **Next**

16. If you check off yes to an endorsement, you will need to check the box that appears stating you have completed the required training forms and upload them.

Fumigation Endorsement *
 Yes No

* If you selected YES for the Fumigation Endorsement, the [SPECIAL TRAINING TO PERFORM FUMIGATION AFFIDAVIT Form FDACS-13002](#) must be completed, signed, and uploaded for each applicant.

Upload Endorsement Affidavits

Add files **New folder**

17. To upload the file you will click on choose files this will open up the files in your computer once you have found the file you will need to click on add files.

Add files

Choose files **Choose Files** No file chosen

Overwrite existing files

Add files **Cancel**

- 18. Answer the criminal history questions and click on Next at the bottom of the page.
- 19. ***If Yes is answered you will need to upload any required supporting documents.***
- 20. The newly added certified operator will appear. If there is no more changes you will click next.
- 21. ***Be sure to upload all required change letter with the required documents before the end of the renewal.***

Certified Operators in Charge

Add Certified Operator in Charge

Contact	Categories	Criminal History
Melissa Knowles	General Household Pest	No
Tamara James	Fumigation	No

[Previous](#) **Next**

- 22. Verify your employees. If you see all your employees listed and there are no changes, click next on the bottom of the screen to move on.
- 23. To remove an employee you will click on the drop-down arrow next to the employee's name and then click on Remove Employee.

nancy fiddle	JE2170	07/30/1986	Active	<div style="border: 1px solid black; padding: 2px;"> ▼ </div>
Amelia Hogenson	JE2177	07/17/1979	Active	<div style="border: 1px solid black; padding: 2px;"> Remove Employee </div>

- 24. To add a new employee, you will click on Add Employee.

Employees

Add Employee

Contact	Employee ID	Date of Birth
Melissa Knowles	JE2176	07/17/1979

- 25. Answer Yes in the drop down if the employee has a previous JE number. (if you do not know the number you will be able to look it up in the next window)
- 26. If the employee has never had a JE card answer NO.

Employee Information Employment Information Criminal History

Does the employee currently being added have an existing or previous Employee ID Card Number (JE)? *

Yes

27. If you do not know the employee JE number, you can search it with the click here tab. If you know the employee JE number enter it along with the employee's last name. Click Next.

Employee ID Information

Employee ID Number (JE)

To search for your Pest Control Employee ID Card Number (JE) [Click Here](#)

je2174

Last Name *

Frangle

Next

28. Enter the employee previous employer termination date if you have it, the employee start date, check off they are not employed with another business, check off if the employee has any endorsements, if the employee has an endorsement, you will be required to upload the correct forms, click on Next.

Employment Information

Previous Employer Termination Date

03/12/2025

Employment Start Date *

03/19/2025

This employee is not employed at any other pest control licensee in Florida.

Endorsements

WDO Endorsement

Yes No

Fumigation Endorsement *

Yes No

Upload Endorsement Affidavits

+ Add files

New folder

There are no folders or files to display.

Next

29. Answer the criminal history questions, if you answer yes to any of the criminal history questions you will be required to upload all required supporting documents. Click on Next.
30. The new employee will appear in the employment list.

Bobby Frangle	JE2174	03/04/2000	No	Active	▼
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31. If any previous/existing employees need to have an endorsement added to their JE card you will not be able to edit and add the endorsement, you will need to upload the training form with all other required documents and the licensing team will add the endorsement when completing the renewal.
32. Upload all required documents.
33. As part of the Pest Control Business License Renewal all employees and certified operators are required to complete the Employee ID Card Application (Form 13606) to upload to the renewal.
34. A current Certificate of Insurance is required to be uploaded to the renewal.
35. If any employee answered YES to any of the criminal history questions you are required to upload all required supporting documents.
36. If there was a change during the renewal such as an address change, name change, certified operator changes, adding a category, or owner/corporate officer change the required letters must be uploaded.
37. If any endorsements need to be added to employees JE cards, the required training forms must be completed and uploaded.
38. Click on Add Files, a window will open click on choose files, this will open the files in your computer, then click on add files. If you have multiple files keep repeating the process until all files have been added.
39. Check off verifying that all required documents have been uploaded and click on next.

Business Information ✓	Review Business Information ✓	Owners and Corporate Officers ✓	Certified Operators in Charge ✓	Employees ✓	Upload Documents	Acknowledgment
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Add files New folder

There are no folders or files to display.

- If you answered "YES" to any Criminal History question, you must provide a copy of the arrest report, copies of the disposition or judgement and sentence, and documentation proving all sanctions have been served and satisfied. You must supply this documentation for each occurrence. If you are unable to supply this documentation, a certified statement from the clerk of court for the relevant jurisdiction stating the status of records is required.
- * CURRENT CERTIFICATE OF INSURANCE is uploaded with this application (Declarations or Binders are NOT accepted).
- Completed and Signed [FDACS-13606](#) for each Employee is uploaded in a single combined PDF.

IMPORTANT: Please check [this PDF](#) to see the documentation required for licensure/certification. No license/certificate will be issued until the required documentation has been provided.

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40. Enter the Certified Operator JF Number, enter the Certified Operator Full name, check off the box certifying the information provided is true and correct. Click Submit.

Certified Operator Number (JF) *

jj2027

Electronic Signature of Certified Operator in Charge *

Type your full name below to attest to the acknowledgement described below.

Melissa Knowles

* I do hereby certify that I am the certified operator(s) in charge of the aforesaid licensed business location and that all information given in this application is true, complete and correct to the best of my knowledge and belief. I hereby certify that my primary occupation is in the pest control business, that I am employed on a full-time basis by the licensee, and that my principal duty is the personal supervision of and participation in the pest control operations of the licensee at and for the aforesaid licensed business location in compliance with Section 482.071, Subsections 482.111(2), (3), (4), (5) and (6), and Section 482.152, Florida Statutes. Except for change of home address for employee identification card holders, I fully understand that it is the responsibility of the certified operator and/or the licensee to notify the Department promptly of any changes in the information given in this application in accordance with the law and regulations.

[Previous](#)

[Submit](#)

41. Payment / Invoice, an email will be sent with a link for you to pay your invoice or you can click on invoice from the page that opened. Once you have completed the payment your Pest Control Business License has been completed and sent to us.

Application Submitted - Payment Required

You will receive an email shortly containing a link to your Invoice. You may also navigate to [the Invoices area](#) to pay now.

Once payment is received, new licenses that qualify for auto-issuance will be provisioned and sent shortly via email. Otherwise, your application will be initially reviewed once payment is processed (3-5 business days) and in the order that it is received.