STATE OF DELAWARE
DEPARTMENT OF NATURAL RESOURCES &
ENVIRONMENTAL CONTROL
DIVISION OF WATER
89 KINGS HIGHWAY
DOVER, DELAWARE 19901

2010 ON-SITE LICENSE RENEWAL INSTRUCTIONS

- STEP 1 – LICENSE VERIFICATION
  a. Check **Yes** to renew all License Types (License Types are shown on same line as License #).
  b. Check **No** to drop one or more License Types and sign on line provided.

- STEP 2 – LICENSEE INFORMATION ~ review and make corrections if necessary.

- STEP 3 – COMPANY INFORMATION ~ review and make corrections if necessary.

- STEP 4 – CONTINUED EDUCATON INFORMATION
  a. Verify CET Balance Due on the attached CONTINUING EDUCATION TRAINING (CET) SUMMARY REPORT.
  b. If you have completed training that does not appear on the CET summary report, attach the Training Certificate to the Renewal Application.
  c. If you are registered to attend training in the months of November and December, mail in the Renewal Application and the applicable license fee *prior* to November 30th; you may fax/mail the Training Certificate once you receive it (fax # 302-739-7764).

- STEP 5 – LICENSEE FEE
  a. Cash and check (payable to DNREC) payments only (payments accepted in Dover office only – NOT Georgetown).
  b. One check may be submitted for multiple licenses.
  c. One check may be used for an entire company, to cover all licensees.
  d. Non-refundable License renewal fee of $40.00 *per* license.

- Sign and date the form.

- **For Class C licensees only – P.E. seal required in space provided.**

- Mail the following items to the address below: (1) Renewal Application , (2) Continued Education Information (if applicable) and (3) License Fee to:

DNREC – GWDS
Attn: On-Site Licensing Coordinator
89 Kings Highway
Dover, DE 19901

(302) 739-9948
(302) 739-7764 Fax