

# Pesticide Applicator Renewal — Check-List for 2017

*This Check-List is an aid to help you assemble your renewal application. It is not a form so there is no need to mail this check-list along with your renewal application documents.*

## Is this location out of business or no longer applying pesticides?

- Mark the “Delete License” box on the form.
- Sign the form.
- Mail the form back to IDALS in the return envelope provided.

**-OR-**

## Do you plan to apply pesticides in 2017?

### Step 1: Complete the Pesticide Applicator License Renewal form.

- Make corrections/updates on the form provided.
- Check **Yes** or **No** in the boxes next to each name to tell us “Yes—employed” or “No—not employed” for each applicator and handler listed.
- Sign the form.
- Write a check to IDALS for \$25 (*not applicable if fee due is shown as \$0.00*).
- Attach a current certificate of insurance to the company renewal form. *Applicable for license types “00” Commercial and “AA” Aerial.*

### Step 2: Complete Pesticide Applicator Certification Renewal form(s).

- If you did not receive any commercial applicator certification renewal form(s) and only have the company license renewal form – STOP. Your renewal is ready to be sent in the mail. Proceed to Step 3.
- If you have renewal form(s) for applicator(s) and/or handler(s):
  - Complete the renewal form for each applicator and/or handler.
  - Have each person sign his or her form.
  - Are any of these forms marked as “RECIPROCAL”?
    - If No: Continue on.
    - If Yes: Attach a copy of the unexpired certification card from one of the following states--NE, WI, MN, SD, IL, MO-- to the individual’s renewal form.
  - Add up the total amount due for all your applicator renewal forms. Write a check payable to “IDALS” and put all the renewal forms, certificate of insurance and your check with the company documents you’ve assembled.

Step 3: Submit the completed renewal application package to IDALS. Put everything in the return envelope, plus applicable postage, and mail it before December 31, 2016. Please write your license number or certification number(s) on your check(s).

*Please refer to enclosed instructions for more details regarding the steps mentioned in this check-list.*