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Commercial License Renewal Form

Commercial licenses must be renewed annually. **Select one method only:** Renew and pay online by uploading required documents at www.msbo.com **OR** mail this form with required documents and a check or money order made payable to MSBOC in the amount of \$400 before the expiration date indicated on your license. Combining methods such as paying online, but mailing documents separately will cause delay in processing and/or rejection. If your license has expired the fee is \$450. **FEES ARE NON-REFUNDABLE. If your license has been expired for more than 180 days, you must submit a new application.** To obtain a new application go to www.msbo.com.

License #: _____ Current Status (check one): Active Inactive *To change status from active to inactive or vice versa, you must submit a written request and \$25 processing fee. **License must be renewed annually and renewal fee paid annually even while on inactive status.** Proof of general liability insurance coverage and balance sheet NOT required while on inactive status. *Contractor is not allowed to submit bids, enter into contracts or perform work while on inactive status. For additional information about transferring to INACTIVE status, please visit www.msbo.com or contact MSBOC at (800) 880-6161.

Name: _____ Address: _____
 City / State / Zip: _____ E-mail: _____ Telephone #: (____) _____ Fax #: (____) _____
 Check or Money Order Number: _____

THE FOLLOWING DOCUMENTATION IS REQUIRED. FAILURE TO REMIT THE FOLLOWING WILL RESULT IN RENEWAL BEING RETURNED.

- General Liability Insurance certificate of coverage *The name listed as insured on the certificate of coverage must match the name listed on your license and MSBOC must be listed on the certificate, as certificate holder to be notified in the event of cancellation of coverage or it will be returned.
- Proof of Good Standing with Mississippi Secretary of State (Proof may be printed from website: www.sos.ms.gov) *This requirement does not apply to individuals/sole proprietors.
- Workers Compensation Insurance certificate of coverage (if required by law).
- Balance Sheet reflecting \$50,000 net worth for a major classification or \$20,000 net worth for a specialty classification (Must see assets minus liabilities equals net worth).

Signature below is required and indicates all information is correct and there have been no changes in (a) qualifying party, (b) ownership, (c) name, or (d) address. *If there have been any changes in (a) qualifying party, (b) ownership, (c) name, or (d) address please provide written details on company letterhead.

Signature of owner/officer/qualifying party _____ certifies the information provided is true and accurate.

Printed Name/Title: _____ Date: _____