

(3) MAY NOT BE REINSTATED UNTIL THE AGENCY SUBMITS PROOF OF THE REQUIRED INSURANCE TO THE SECRETARY.

[18-307.

(a) Unless a license is renewed for a 2-year term as provided in this section, the license expires on the first April 1 that comes:

- (1) after the effective date of the license; and
- (2) in an odd-numbered year.

(b) At least 1 month before a license expires, the Secretary shall mail to the licensee, at the last known address of the licensee:

- (1) a renewal application form; and
- (2) a notice that states:
 - (i) the date on which the current license expires;
 - (ii) that the Secretary must receive the renewal application and all required fees and documents at least 15 days before the license expiration date for the renewal to be issued and mailed before the license expires;
 - (iii) the amount of the renewal fee;
 - (iv) that, if the renewal application and all required fees and documents are not received at least 15 days before the license expiration date, the licensee shall be charged a fee of \$10 per day until the complete renewal application and fees are received; and
 - (v) that, if the licensee fails to submit the renewal application and all required fees and documents by the expiration date of the license, the licensee shall be considered closed and may not conduct business.

(c) (1) Before the license expires, the licensee periodically may renew it for an additional 2-year term, if the licensee:

- (i) otherwise is entitled to be licensed;
- (ii) pays to the Secretary a renewal fee of \$100 which shall include the cost of the Maryland and national criminal records check or the fee provided in subsection (e) of this section, if applicable; and
- (iii) submits to the Secretary:
 1. a renewal application on the form that the Secretary provides;
 2. A. a set of legible fingerprints of the licensee on forms approved by the Criminal Justice Information System Central Repository and the Director of the Federal Bureau of Investigation; or