

18-307.

(A) BY REGULATION, THE SECRETARY SHALL STAGGER THE TERMS OF THE LICENSES.

(B) UNLESS A LICENSE IS RENEWED FOR A 3-YEAR TERM AS PROVIDED IN THIS SECTION, THE LICENSE EXPIRES ON THE DATE THE SECRETARY SETS.

(C) AT LEAST 1 MONTH BEFORE A LICENSE EXPIRES, THE SECRETARY SHALL MAIL TO THE AGENCY, AT THE LAST KNOWN ADDRESS OF THE AGENCY:

(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 PROOF OF INSURANCE OR BONDING AS REQUIRED IN § 18-401 OF THIS TITLE 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 COMPLETE RENEWAL APPLICATION AND PROOF OF INSURANCE OR BONDING AS REQUIRED IN § 18-401 OF THIS TITLE ARE NOT RECEIVED AT LEAST 15 DAYS BEFORE THE LICENSE EXPIRATION DATE, A FEE OF \$25 PER DAY SHALL BE CHARGED AGAINST THE AGENCY UNTIL THE DAY THE LICENSE EXPIRES, AT WHICH TIME THE AGENCY SHALL BE CONSIDERED CLOSED;

(V) THAT AN AGENCY MAY NOT BE ISSUED A LICENSE UNDER THIS TITLE UNTIL ALL OUTSTANDING OBLIGATIONS ARE SATISFIED WITH THE SECRETARY; AND

(VI) THAT THE SUBMISSION OF A FALSE STATEMENT IN THE RENEWAL APPLICATION OR THE SUBMISSION OF ALTERED OR FALSE DOCUMENTS THAT ARE OTHERWISE REQUIRED IS CAUSE FOR REVOCATION OF THE AGENCY LICENSE.

(D) AN AGENCY PERIODICALLY MAY RENEW THE LICENSE FOR AN ADDITIONAL 3-YEAR TERM, IF THE LICENSE HOLDER:

(1) OTHERWISE IS ENTITLED TO BE LICENSED;

(2) PAYS TO THE SECRETARY:

(I) A RENEWAL FEE OF \$100;

~~(II) THE COST OF A FINGERPRINT CARD RECORD CHECK BY THE FEDERAL BUREAU OF INVESTIGATION; AND~~

~~(III) ANY LATE FEE REQUIRED UNDER THIS SUBTITLE; AND~~

~~(3) SUBMITS TO THE SECRETARY.~~