Filing a Domestic Partnership through Citizen Self-Service Portal (CSS)
Consumer Protection Business/Professional Licenses

• Access the Citizen Self Service Portal at this link: https://energov.miamidade.gov/EnerGov_Prod/SelfService#/home

• For more information such as application requirements, please visit the Consumer Protection Web Site: https://www.miamidade.gov/global/economy/consumer-protection/home.page
To be able to submit for intake using the Citizen Self Service Portal you must register at https://energov.miamidade.gov/EnerGov_Prod/SelfService#/register.

Please complete the four (4) steps in the registration process. After completion, click 'Confirm' in the confirmation email to access the portal.
Accessing your EnerGov Account.

- An EnerGov account was created for you.
- An email was sent from Citizen Self Service New User Account Confirmation with instructions for activating your account.
- Please follow the instructions in the email.

You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.

Confirm

- Select Confirm.
- You will be redirected to CSS to complete your registration process.
For new license

• To submit your consumer protection license application, select **Apply** and **All**. A new window will open, scroll down to select the **business or professional license** and click the **Apply button**.

Application Assistant

Search for application names and keywords

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Domestic Partnership

**Category Name:** Consumer Protection

**Description:**
Filing a declaration of domestic partnership allows for visitation rights at health care, correctional and juvenile facilities among registered couples. The declaration must be signed in front of a notary public and the document notarized. It can be submitted by mail or in person. For more information, please visit the Consumer Protection Web Site: [https://www.miamidade.gov/global/license.page?Muuid_license=lic1495052452022546](https://www.miamidade.gov/global/license.page?Muuid_license=lic1495052452022546)

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Immobilization

**Category Name:** Consumer Protection

**Description:**
All businesses that immobilize (boot) vehicles parked on private property must be registered with Miami-Dade County. For more information, please visit the Consumer Protection Web Site: [https://www.miamidade.gov/global/license.page?Muuid_license=lic1496159463550394](https://www.miamidade.gov/global/license.page?Muuid_license=lic1496159463550394). For renewal of an existing license, you must register using the email address in your MDC Consumer Protection record. Go to 'My Work' and select renew your license.
Registered Miami-Dade Citizen Self Service Portal Users

• If you already have a Miami-Dade Citizen Self-Service Portal account that needs your license(s) linked, please contact Consumer Protection EnerGov Support at CPEnerGov@miamidade.gov.

• If you were previously a registered Miami-Dade Citizen Self-Service Portal user and forgot your username or password go to Miami-Dade Citizen Self Service Portal – Login Page, select 'Reset it' or 'Email it'.
Step 1 - Select business

• If you already have a Business associate to your EnerGov account, the information will be automatically populated.
Step 1 - Select of create business

- To create the business for the application, select the company type.
Step 1- Locations

- Select **Location** from the drop-down list on the blue tile. You can search an address, enter an address manually. Click **Next** at the bottom of the page to continue.

Apply for License - Domestic Partnership

Locations Type Contacts More info Attachments Signature Review and Submit

**LOCATIONS**

Please enter the address for the location for this license...

Add Location

Add Address As **Home**

Address Information

Search **Enter Manually**
**Step 2 - Type**

- Complete the Company Name, **Business Description**, DBA and **location**.
- Complete the license description and location.
- Select **Next** at the bottom of the page to continue.
Step 3 - Contacts

• The Online User contact information will be added automatically.
• Add additional contact(s) by selecting the + plus symbol on the blue tile. Additional contact(s) information is not required.
• Select Next to continue.
Step 3 - Contacts

• To add a contact, you can use search, enter manually or use your favorites. Select Next to continue.
More Info
Domestic Partnership
Business License Information
Step 4 - More Info – Domestic Partnership

• Select the **Application Type** from the drop-down list. If renewal, enter the license #.
Step 5 - Attachments

- Add the Application by selecting the + plus symbol on the blue tile
- Select the applicable attachment type from the drop-down list. To add additional attachments, select the + plus symbol on the blue tile. Select Next to continue.
Step 6 Signature

• * Please type your name as consent to electronically sign this application. You can enable

SIGNATURE

* Please type your name as consent to electronically sign this application.

Enable Type Signature

Vanessa L. Collazo
January, 26 2021

X   Draw Signature Here

Clear

Back   Save Draft   Next
Step 7 Review and Submit

- Please review your intake submission. You can click **Back** to review prior steps. When you are ready, select **Submit**.
Accessing your license summary

• A successful message will be displayed in the window. Select Continue to License

• You will be able to access the license details.
Pay online

• Once the submission is reviewed, you will receive an invoice with required fees due by email. Login to your CSS account and select **Add to Cart** and proceed to pay.
Pay online

• Select **Check Out** for payment, you will be redirect to the ePayment portal.

• Select Check Out for payment, you will be redirect to the ePayment portal. Click on **EnerGov** button, to go back to CSS portal.
Pay online

• Complete the payment information.
Pay online

- Review payment information along with Invoice Number.
- Select Yes to submit payment and Understood to move forward.

- You will be able to print a receipt of the transaction and/or Return to CSS-EnerGov.
Licensing Process Complete

• Once the application status has been updated to Issued, you will receive the license in **PDF** format by email.

• You can also download the license from CSS by selecting **Attachments**.
Sample license

Miami-Dade County

BUSINESS LICENSE
Department of Regulatory and Economic Resources - Business Affairs

License Type: Immobilization

This registration is non-transferable. The registration/license # must be stated in all advertisements.

TO BE POSTED IN A CONSPICUOUS PLACE