Department of Regulatory and Economic Resources (RER)

Instructions for submitting a new professional license applications and supporting documentation

Prepared by RER Administrative Services Division - Strategic Initiatives Management Team
# Consumer Protection Professional Licenses

- Online application of Consumer Protection Individual Licenses.

## Professional Licenses

<table>
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<th>Professional Licenses</th>
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<tbody>
<tr>
<td>• Apprentice Mechanic (MVR-A)</td>
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<tr>
<td>• Certified Mechanic (MVR-C)</td>
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<tr>
<td>• Exempt Mechanic (MVR-E)</td>
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<tr>
<td>• Immobilization Individual (II)</td>
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<tr>
<td>• Locksmith Apprentice(LKI-APP)</td>
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<tr>
<td>• Locksmith Certified (LKI-CRT)</td>
</tr>
<tr>
<td>• Locksmith Exempt (LKI-XMT)</td>
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</tbody>
</table>

- For more information such as application requirements, please visit the Consumer Protection Web Site: [https://www.miamidade.gov/global/economy/consumer-protection/home.page](https://www.miamidade.gov/global/economy/consumer-protection/home.page)
Consumer Protection Business/Professional Licenses

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

• 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 Citizen Self-Service Account

• 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 Citizen Self-Service Portal to complete your registration process.
Registered Miami-Dade Citizen Self Service Portal Users

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

• If you were previously a registered 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'.
For new license

- Go to https://energov.miamidade.gov/EnerGov_Prod/SelfService#/home
- Select **Apply** on the top navigation menu, click on the **License** button.
For new license

- To submit your **new** professional/individual license application, scroll down to select the applicable **license** and click the **Apply** button.
Step 1 - Type

- The information will be automatically populated.
- Select **Next** at the bottom of the page to continue.
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.
Step 2 - Type

- Complete the license description.
- 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
Step 4 - More Info – Apprentice Mechanic

- Select the **Application Type** from the drop-down list.
- If renewal, select **2 Year Renewal**.
- Select **+Add Row** to update the fields below with the relevant information for this license. Select **Save** to add the information to the table.
Certified Mechanic
Professional License Information
Step 4 - More Info - Certified Mechanic

- If renewal, select **2 Year Renewal**.
- Select **+Add Row to** update the fields below with the relevant information for this license.
Exempt Mechanic
Professional License Information
Step 4 - More Info – Exempt Mechanic

- If renewal, select **2 Year Renewal**.
- Select **+Add Row to** update the fields below with the relevant information for this license.
- Complete the required information.
Immobilization
Individual
Professional License Information
Step 4 - More Info - Immobilization Individual

- If renewal, select **2 Year Renewal**.
- Select **+Add Row to** update the fields below with the relevant information for this license.
Locksmith
Apprentice
Professional License Information
Step 4 - More Info - Locksmith Apprentice

- Select **+Add Row to** update the fields below with the relevant information for this license.
Locksmith Certified
Professional License Information
Step 4 - More Info – Locksmith Certified

• If renewal, select 2 Year Renewal.
• Select +Add Row to update the fields below with the relevant information for this license.
Locksmith Exempt
Professional License Information
Step 4 - More Info – Locksmith Exempt

- If renewal, select **2 Year Renewal**.
- Select **+Add Row to** update the fields below with the relevant information for this 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.

Please attach all the needed application documentation.
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

Draw Signature Here

Clear

Next
Step 7 Review and Submit

• Please review your submission. You can click **Back** to review prior steps. When you are ready, select **Submit**.

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**Apply for License - Apprentice Mechanic**

- **Locations**
  - Location: 16565 NE 26 AVE 2A North Miami Beach, FL 33160-4065
  - Parcel Number: 0722150200010

- **Basic Info**
  - Type: Apprentice Mechanic
  - Description:
  - Applied Date: 01/29/2021
  - License Holder: Vanessa L. Collazo

- **Contacts**
  - Applicant: Vanessa Collazo
  - Testing:
  - NW, FL...

- **Estimated Fees**
  - The following is a fee estimate and totals are subject to change. Additional fees may apply.

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
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<tr>
<td>MVR-A Initial License Fee</td>
<td>$40.00</td>
</tr>
</tbody>
</table>
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 Citizen Self-Service Portal 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.

[Image of payment information form]

This application is available seven days a week from 12:30 a.m. to 11:30 p.m.
To report a problem, email billdept@maryland.gov or call (786) 315-2100 during the business hours of 7:30 a.m. to 4:00 p.m., Monday through Friday.
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 Citizen Self-Service Portal by selecting Attachments.
Sample license

Miami-Dade County
601 NW 1 CT, 18th floor, Miami, FL 33136
786-469-2300

PROFESSIONAL LICENSE CERTIFICATE
Department of Regulatory and Economic Resources - Business Affairs

License Type: Apprentice Mechanic

Issued To:  
Mailing Address: 
License Number:  
Expiration Date:

This registration is non-transferable
TO BE POSTED IN A CONSPICUOUS PLACE