

Department of Regulatory and Economic Resources (RER)



Instructions for submitting a new professional license applications and supporting documentation



Consumer Protection Professional Licenses

- Online application of Consumer Protection Individual Licenses.

Professional Licenses

- [Apprentice Mechanic \(MVR-A\)](#)
- [Certified Mechanic \(MVR-C\)](#)
- [Exempt Mechanic \(MVR-E\)](#)
- [Immobilization Individual \(II\)](#)
- [Locksmith Apprentice\(LKI-APP\)](#)
- [Locksmith Certified \(LKI-CRT\)](#)
- [Locksmith Exempt \(LKI-XMT\)](#)

- For more information such as application requirements, please visit the Consumer Protection Web Site:

<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

The screenshot shows the Citizen Self-Service Portal for Miami-Dade County. The browser address bar displays the URL: energov.miamidade.gov/EnerGov_Prod/SelfService#/home. The page features a header with the logo for 'REGULATORY & ECONOMIC RESOURCES' and a navigation menu with options: Home, Apply, Links, Map, Fee Estimator, Search, Help, and Calendar. A blue banner below the menu reads 'Welcome to the Citizen Self Service Portal!'. The main content area is titled 'Welcome to Self Service' and contains six service tiles:

- Estimate Fees**: Use this tool to quickly estimate the required fees for a permit or plan.
- Search Public Records**: This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.
- Apply**: This tool can be used to apply for a permit, plan or license.
- Login or Register**: Login to an existing or create a new account. You can also find help if you forgot your login information.
- Pay Invoice**: Use this tool to pay for individual invoices.
- Map**: Explore the map to see the activity occurring in your neighborhood.

The footer includes the Miami-Dade County logo, a list of links (Home | Privacy Statement | Disclaimer | About Us | ADA Notice | Phone Directory | Contact Us), and the copyright notice: © 2016 Miami-Dade County. All rights reserved.

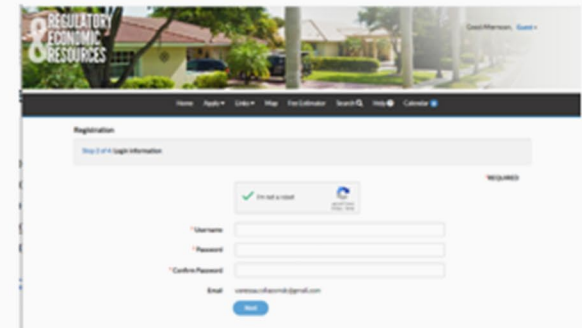
Getting Ready to Submit

- 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.

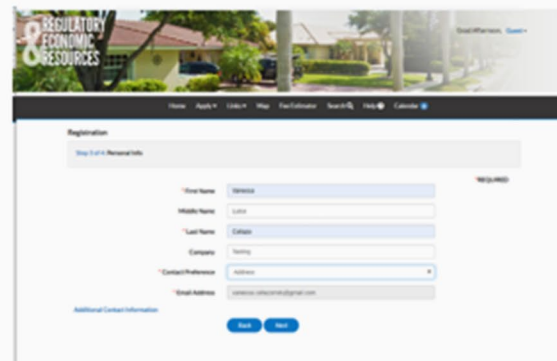
Step 1 Provide an email address



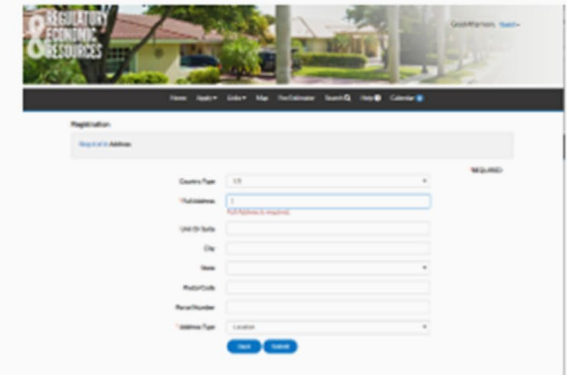
Step 2 Login Information



Step 3 Personal Information



Step 4 Address



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.

RER-Energov@miamidade.gov
to vanessa.collazoMDC ▾

Tue, Jan 26, 5:30 PM (2 days ago) ☆ ↶ ⋮

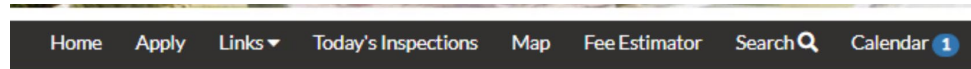
You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address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

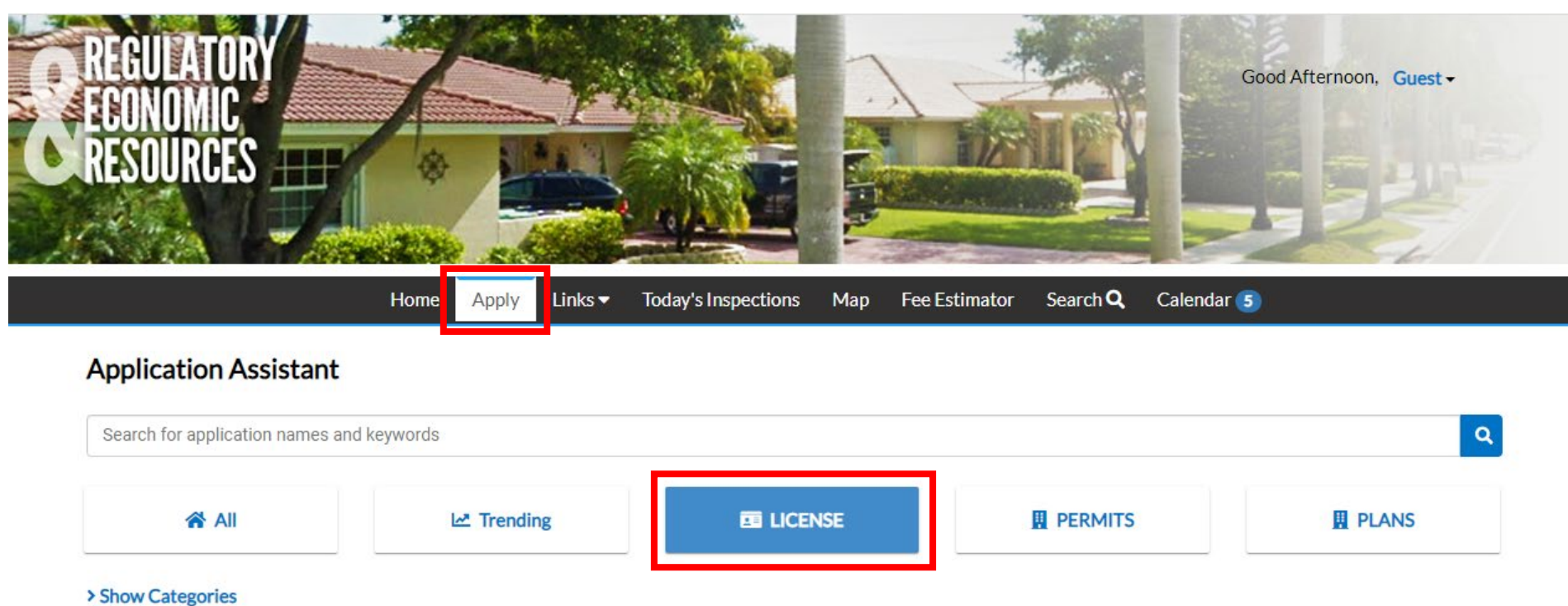
- If you already have a **Citizen Self-Service Portal account** that needs your license(s) linked, please contact Consumer Protection EnerGov Support at **CPEnerGov@miamidade.gov**.
- If you were previously a registered **Citizen Self-Service Portal user** and forgot your username or password go to [Miami-Dade Citizen Self Service Portal – Login Page](#), select '**Reset it**' or '**Email it**'.

A screenshot of the 'Log In' form on the Miami-Dade Citizen Self Service Portal. The form is white with a light gray border. It has the following elements:

- Log In** title
- * Username** label above a text input field. Below the field is a red error message: 'Username is required.'
- * Password** label above a text input field. Below the field is a red error message: 'Password is required'
- A blue button labeled **Log In**
- Links for: 'Forgot your password? [Reset it](#)', 'Forgot your username? [Email it](#)', and 'Don't have an account yet? [Register Here](#)'

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.



The screenshot displays the EnerGov website interface. At the top, there is a banner with the text "REGULATORY ECONOMIC RESOURCES" on the left and "Good Afternoon, Guest" on the right. Below the banner is a navigation menu with the following items: Home, Apply (highlighted with a red box), Links, Today's Inspections, Map, Fee Estimator, Search, and Calendar (with a notification badge of 5). Below the navigation menu is the "Application Assistant" section, which includes a search bar for application names and keywords. Below the search bar are five category buttons: All, Trending, LICENSE (highlighted with a red box), PERMITS, and PLANS. At the bottom left of the Application Assistant section, there is a link to "Show Categories".

For new license

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

The screenshot displays the 'Application Assistant' web interface. At the top, there is a navigation bar with links for Home, Apply, Links, Today's Inspections, Map, Fee Estimator, Search, and Calendar. Below the navigation bar is a search bar with the placeholder text 'Search for application names and keywords'. Underneath the search bar are five category buttons: All, Trending, LICENSE, PERMITS, and PLANS. The 'LICENSE' button is highlighted in blue. Below the category buttons is a link to 'Show Categories'. The main content area shows a list of application categories. The first category is 'Apprentice Mechanic', which includes a description and an 'Apply' button. The 'Apply' button is highlighted with a red rectangular box.

Application Assistant

Search for application names and keywords

All Trending **LICENSE** PERMITS PLANS

[Show Categories](#)

Apprentice Mechanic

Category Name:
Professional License for Consumer Protection

Description:
Individuals performing motor vehicle repairs on behalf of a registered motor vehicle repair business must also register with The Department of Regulatory and Economic Resources as either a certified or apprentice mechanic or technician. Use this process to submit an application for an Apprentice Mechanic license. For more information please visit the Consumer Protection Web Site: https://www.miamidade.gov/global/license.page?Mduid_license=lic155137767021628 Use this process to apply for NEW licenses. For renewal of an existing license, you must register using the email address in your MDC Consumer Protection record. After completing the registration process go to 'My Work' and select 'Renew' button next to your license. If you do not see your license(s) in 'My Work' contact Consumer Protection EnerGov Support at CPEnerGov@miamidade.gov.

Apply

Step 1 - Type

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

Renew License License Type Name

*REQUIRED



LICENSE DETAILS

Please provide the information for this license to the best of your ability.

License Type

Description

License Holder

Next

Step 1- Locations

1

- 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.

Dashboard Home Links ▾ Apply ▾ My Work Today's Inspections View ▾ Map Fee Estimator Search 🔍 Calendar 1

Apply for License - Apprentice Mechanic

*REQUIRED



LOCATIONS

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

A blue rectangular tile with rounded corners. At the top, there is a white dropdown menu with the text 'Location' and a downward arrow. Below the dropdown, the text 'Add Location' is centered in white. At the bottom center of the tile is a large white plus sign (+).

[◀ Back to Application](#)

Add Location

Two buttons are shown side-by-side. The 'Address' button is blue with white text, and the 'Parcel' button is light grey with dark grey text. Both buttons are enclosed in a red rectangular box.

Add Address As Home ▾

Two buttons are shown side-by-side. The 'Search' button is blue with white text, and the 'Enter Manually' button is light grey with dark grey text. Both buttons are enclosed in a red rectangular box.

Address Information

Search 🔍

Create Template

Save Draft

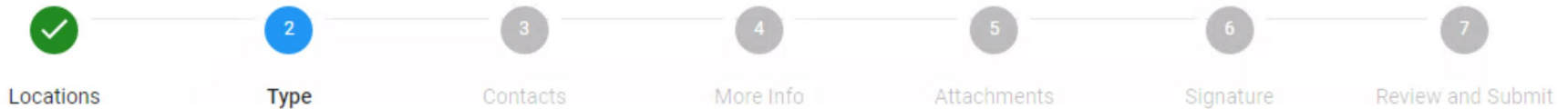
Next

Step 2 - Type

- Complete the license description.
- Select **Next** at the bottom of the page to continue.

Apply for License - Apprentice Mechanic

*REQUIRED



LICENSE DETAILS

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.

* License Type

Description

License Holder

Back

Create Template

Save Draft

Next

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.

Apply for License - Apprentice Mechanic

*REQUIRED



CONTACTS

Add the pertinent contact information such as "owner".

A dropdown menu with a blue border and a white background. The selected item is "Applicant" with a downward arrow. The list of options includes: Applicant, Business Owner, Contractor, Corporate Officer, Domestic Partner, Employee, Manager, MDC Employee, Other Contact, and Property Owner.

Save Draft

Next

Step 3 - Contacts

- To add a contact, you can use **search**, **enter manually** or **use your favorites**. Select **Next** to continue.

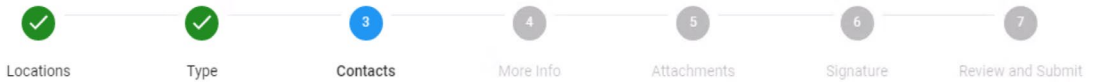
[Back to Application](#)

Add Contact

Add Contact As

[Search](#) [Enter Manually](#) [My Favorites](#)

Search



CONTACTS

Add the pertinent contact information such as "owner".

The interface displays two contact cards. The first card is titled 'Business Owner' and features a blue person icon, the name 'Testing', and a 'Remove' button at the bottom. The second card is titled 'Manager' and also features a blue person icon and a 'Remove' button. To the right of these cards is a large blue button with a white plus sign and the text 'Add Contact'. Above this button is a dropdown menu with 'Applicant' selected.

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)



More Info

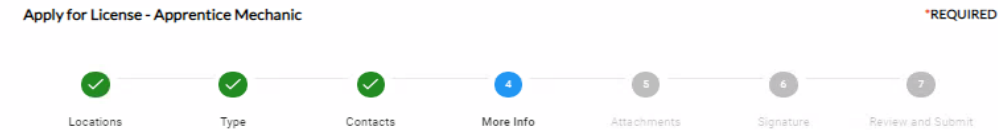


Apprentice Mechanic

Professional License Information

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.



MORE INFO

Update the fields below with the relevant information for this license.

General [Next Section](#) | [Top](#) | [Main Menu](#)

Mechanic Apprentice

Paint and Body Apprentice

Minor Repairs Apprentice

*Employed? ▼
Employed? is required.

Applicant is Employed At Which MVR? Details					
Business License Number	Business Name	Business Address	Association Start Date	Association End Date	Association Terminated
Business License Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Business Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Business Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Association Start Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Association End Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Association Terminated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

+ Add Row

Other [Previous Section](#) | [Top](#) | [Main Menu](#)

Late Fee Applies

2 Year Renewal



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.

Apply for License - Certified Mechanic

*REQUIRED



MORE INFO

Update the fields below with the relevant information for this license.

General

[Next Section](#) | [Top](#) | [Main Menu](#)

Paint and Body Refinishing

Body Repair Nonstructural

Body Repair Structural

Applicant is Certifying Which MVR? Details

[+ Add Row](#)

Business License Number	Business Name	Business Address	Association Start Date	Association End Date	Association Terminated
ass	Testing	as	01/08/2021		No

Business License Number	Business Name	Business Address	Association Start Date	Association End Date	Association Terminated
-------------------------	---------------	------------------	------------------------	----------------------	------------------------

Business License Number

Business Name

Business Address

Association Start Date

Association End Date

Association Terminated

[Save](#) [Cancel](#)



ther

[Previous Section](#) | [Top](#) | [Main Menu](#)

Late Fee Applies

2 Year Renewal

*Employee?

Employee? is required.



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.

*5 Years of ASE Certification(s)?

5 Years of ASE Certification(s)? is required.

*10 Years of Continued Cert in Area Above?

10 Years of Continued Cert in Area Above? is required.

*Applicant is 60 Years Old?

Applicant is 60 Years Old? is required.

Applicant is Certifying Which MVR? Details					
Business License Number	Business Name	Business Address	Association Start Date	Association End Date	Association Terminated
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Applicant is Certifying Which MVR? Details

Business License Number	Business Name	Business Address	Association Start Date	Association End Date	Association Terminated
-------------------------	---------------	------------------	------------------------	----------------------	------------------------

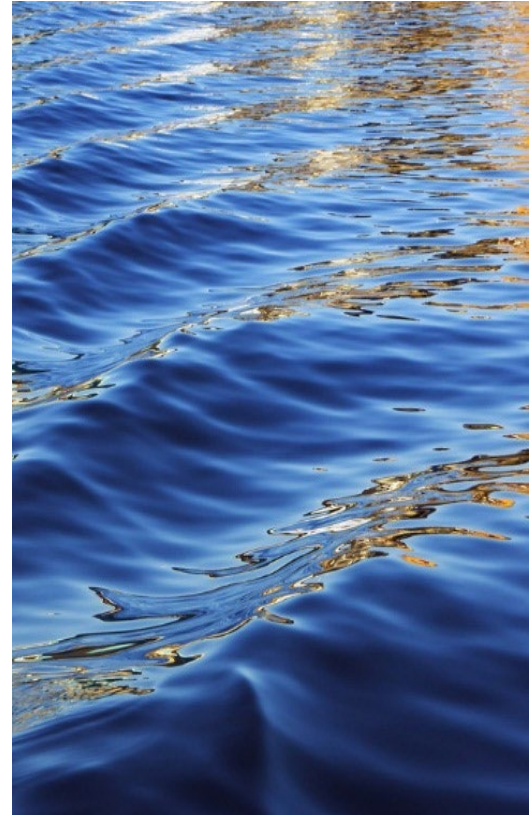

Other

Late Fee Applies

2 Year Renewal

*Employed?

Employed? is required.



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.

Apply for License - Immobilization Individual *REQUIRED

Locations Type Contacts **More Info** Attachments Signature Review and Submit

MORE INFO

Update the fields below with the relevant information for this license..

General Next Section | Top | Main Menu

Applicant is Employed at which Booting Company? Details + Add Row

Business License Number	Business Name	Business Address	Association Start Date	Association End Date	Association Terminated
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Business License Number

Business Name

Business Address

Association Start Date

Association End Date

Association Terminated

Save Cancel

Other Previous Section | Top | Main Menu

Late Fee Applies

2 Year Renewal

Back Create Template Save Draft Next



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.

MORE INFO
Update the fields below with the relevant information for this license.

Applicant Is Employed at which LK? Details

Business License Number	Business Name	Business Address	Association Start Date	Association End Date	Association Terminated
-------------------------	---------------	------------------	------------------------	----------------------	------------------------

General [Next Section](#) | [Top](#) | [Main Menu](#)

Applicant Is Employed at which LK? Details [+ Add Row](#)

Business License Number	Business Name	Business Address	Association Start Date	Association End Date	Association Terminated



Business License Number

Business Name

Business Address

Association Start Date

Association End Date

Association Terminated

[Save](#) [Cancel](#)

Locksmith Experience Affidavit (Initial applicants only)

LKI-App #

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Late Fee Applies

2 Year Renewal

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

Affidavit Reason



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.



MORE INFO

Update the fields below with the relevant information for this license.

An applicant for an Initial Miami-Dade County Locksmith License must meet one of the following requirements:

- Registered as a Miami-Dade County Locksmith Apprentice for a minimum of one (1) year.
- Engaged actively as a Locksmith, in a jurisdiction, other than Miami-Dade County for a minimum of one (1) year as verified by an affidavit by a Locksmith Supervisor or Locksmith Business Owner.
- Engaged actively as a Locksmith, in a jurisdiction, other than Miami-Dade County for a minimum of one (1) year as verified by affidavits by at least three (3) persons affiliated with the locksmith industry.

General

[Next Section](#) | [Top](#) | [Main Menu](#)

Applicant is Employed at which LK? Details					
Business License Number	Business Name	Business Address	Association Start Date	Association End Date	Association Terminated
<input type="checkbox"/>					

+ Add Row

Locksmith Experience Affidavit (Initial applicants only)

LKI-App #

Other

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Late Fee Applies

2 Year Renewal

Applicant is Employed at which LK? Details

Business License Number	Business Name	Business Address	Association Start Date	Association End Date	Association Terminated
-------------------------	---------------	------------------	------------------------	----------------------	------------------------

Business License Number

Business Name

Business Address

Association Start Date

Association End Date

Association Terminated

Save

Cancel

Back

Create Template

Save Draft

Next



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.

Apply for License - Locksmith Exempt *REQUIRED

Locations
 Type
 Contacts
 4 More Info
 5 Attachments
 6 Signature
 7 Review and Submit

MORE INFO

Update the fields below with the relevant information for this license.

General [Next Section](#) | [Top](#) | [Main Menu](#)

Applicant is Employed at which LK? Details					
Business License Number	Business Name	Business Address	Association Start Date	Association End Date	Association Terminated
<input type="checkbox"/>					

[+Add Row](#)

Locksmith Experience Affidavit (Initial applicants only)

LKI-App #

Other [Previous Section](#) | [Top](#) | [Main Menu](#)

Late Fee Applies

2 Year Renewal

[Back](#)
[Create Template](#)
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[Next](#)

Applicant is Employed at which LK? Details

Business License Number	Business Name	Business Address	Association Start Date	Association End Date	Association Terminated
Business License Number	<input type="text"/>	Business Name	<input type="text"/>	Business Address	<input type="text"/>
Association Start Date	<input type="text"/>	Association End Date	<input type="text"/>	Association Terminated	<input type="checkbox"/>

[Save](#)
[Cancel](#)



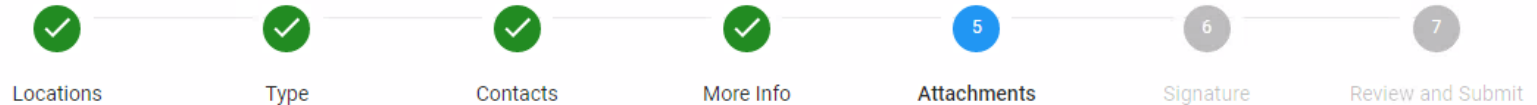
Step 5 - Attachments

5

- 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.

Apply for License - Apprentice Mechanic

*REQUIRED



Attachments

Please attach all the needed application documentation..

Applicant Driver's License
Add Attachment
+
Supported: pdf
REQUIRED

Required Application File
Add Attachment
+
Supported: pdf
REQUIRED

Applicant Driver's Licen: ▾
Add Attachment
+
Supported: pdf

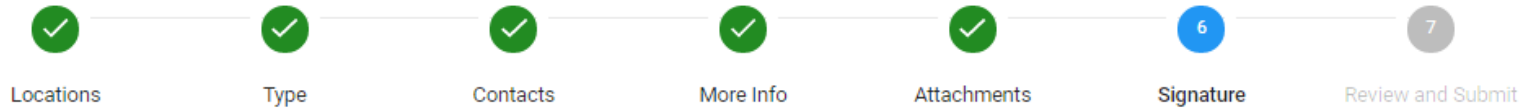
Back

Save Draft

Next

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

Apply for License - Apprentice Mechanic *REQUIRED

Progress: Locations ✓, Type ✓, Contacts ✓, More Info ✓, Attachments ✓, Signature ✓, Review and Submit 7

Submit

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.

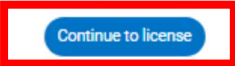
Fee	Amount
MVR-A Initial License Fee	\$40.00

Accessing your license summary

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

✔ Your application was successfully submitted!

Thank you! Your application was successfully submitted.



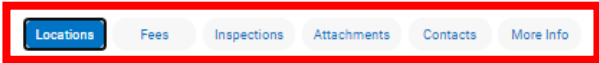
- You will be able to access the license details.

License Number: MVRA-000022-2021

• License cannot be printed at this time. License has not been issued.

License Details | Tab Elements | Main Menu

License Details			
License Holder:	Vanessa Collazo	License Type:	Apprentice Mechanic
District:	Commission District 1	Account Number:	
Issued By:	Administrator, System	Status:	Submitted - Online
Description:		Applied Date:	01/29/2021
		Period Start Date:	
		Expiration Date:	



Locations | Next Tab | License Details | Main Menu

Locations

Sort Main ▾

Type: Locatior.
US
16565 NE 26 AVE 2A, North
Miami Beach, FL, 33160-4065
Main Address

Parcel Number
0722150200010
Main Parcel

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.

License Number: MVRA-000022-2021

Add to Cart

- License cannot be printed at this time. License has unpaid fees.
- License cannot be printed at this time. License has not been issued.

[License Details](#) | [Tab Elements](#) | [Main Menu](#)

License Details

License Holder: Vanessa Collazo License Type: Apprentice Mechanic Applied Date: 01/29/2021
District: Commission District 1 Account Number: Period Start Date:
Issued By: Administrator, System Status: Submitted - Online Expiration Date:
Description:

[Locations](#) | [Fees](#) | [Inspections](#) | [Attachments](#) | [Contacts](#) | [More Info](#)

[Locations](#) | [Next Tab](#) | [License Details](#) | [Main Menu](#)

Locations

Sort

Type: Location

US
16565 NE 26 AVE 2A, North
Miami Beach, FL, 33160-
4065

Main Address

Parcel Number

0722150200010

Main Parcel

[Locations](#) | [Fees](#) | [Inspections](#) | [Attachments](#) | [Contacts](#) | [More Info](#)

[Fee Summary](#) | [Remaining Fees](#) | [Paid Fees](#) | [Next Tab](#) | [License Details](#) | [Main Menu](#)

Fee Summary

Total Fees: \$40.00 Paid Fees: \$0.00 Unpaid Fees: \$40.00

Add to Cart

Remaining Fees

Sort

Fee	Invoice	Computed	Amount Due
MVR-A Initial License Fee	I2021040507	\$40.00	\$40.00

Pay online

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

Invoice: I2021040507 Description: NONE
Due Date: 01/29/2021 Billing Contact: Testing (Collazo, Vanessa)

Case Number	Project	Case Address	Amount Due
MVRA-000022-2021		16565 NE 26 AVE North Miami Beach FL 33160-4065	\$40.00

\$40.00
Remove
[Top | Main Menu](#)

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

MIAMI DADE COUNTY ePayment TST

CART PAYMENT REVIEW STATUS

This application is available seven days a week from 12:30 a.m. to 11:30 p.m.
To report a problem, email biddept@miamidade.gov or call (786) 315-2100 during the business hours of 7:30 a.m. to 4:00 p.m., Monday through Friday.

Shopping Cart

There is a maximum of 8 Processes/Invoice Numbers per transaction.

« Energov Next »

Process / Invoice Number + Add

TOTAL \$748.00

Process / Invoice Number	Site Address	Amount Due	Options
I2021043362	NW	748.00	DELETE

Pay online

- Complete the payment information.

MIAMI-DADE COUNTY ePayment TST

CART PAYMENT REVIEW STATUS

This application is available seven days a week from 12:30 a.m. to 11:30 p.m.
To report a problem, email bldgdept@miamidade.gov or call (786) 315-2100 during the business hours of 7:30 a.m. to 4:00 p.m., Monday through Friday.

Payment Information

« Back Next »

MasterCard

Credit Card Information

Card Number Exp. Month Exp. Year CVV


Personal Information

First Name Middle Name Last Name
Phone Number Email Address

Billing Information

Billing Address 1 Billing Address 2
United States City Florida Zip Code

CVV
Visa, MasterCard
American Express



Pay online

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

The screenshot shows the 'ePayment TST' interface for Miami-Dade County. At the top, there's a navigation bar with the Miami-Dade County logo and the text 'ePayment TST'. Below this is a progress indicator with four steps: CART, PAYMENT, REVIEW (which is highlighted in blue), and STATUS. A light blue banner provides availability information: 'This application is available seven days a week from 12:30 a.m. to 11:30 p.m. To report a problem, email bldgdept@miamidade.gov or call (786) 315-2100 during the business hours of 7:30 a.m. to 4:00 p.m., Monday through Friday.'

The main content area is titled 'Review Payment' and includes a '« Back' button and a 'Submit »' button. The 'Payment Method' section shows a dropdown menu with '[Credit Card]' selected, the card type 'IPASTEST IPASTEST', the email 'vanessa.collazo@miamidade.gov', and the card details 'VISA Visa ending in 9990' and '5680 SW 87 Ave'.

The 'Process / Invoice Number' section contains a table with the following data:

Process / Invoice Number	Price
I2021043362	\$748.00
TOTAL	\$748.00

This dialog box is titled 'Submit Payment' and contains the text: 'Your are about to proceed with your payment. Do you want to continue?'. At the bottom right, there are two buttons: 'YES' (highlighted in blue) and 'CANCEL'.

This dialog box is titled 'Important!' and contains the text: 'Please, do not close or refresh the page during next process.' At the bottom right, there are two buttons: 'UNDERSTOOD' (highlighted in yellow) and 'CANCEL'.


This dialog box is titled 'Payment Status' and contains the text: 'Payment applied successfully.' At the bottom right, there is a 'CLOSE' button.

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

The bottom navigation bar contains two buttons: '« Return To EnergovCashiering DEV' and 'Print »'.

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**.

License Number: MVRA-000022-2021 

[License Details](#) | [Tab Elements](#) | [Main Menu](#)

License Details


License Holder:	Vanessa Collazo	License Type:	Apprentice Mechanic	Applied Date:	01/29/2021
District:	Commission District 1	Account Number:		Period Start Date:	
Issued By:	Administrator, System	Status:	Submitted - Online	Expiration Date:	
Description:					

[Business](#) [Locations](#) [Fees](#) [Inspection](#) **[Attachments](#)** [Contacts](#) [Classifications](#) [More Info](#)

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Attachments

Sort: Needs Action ▾


Attachment
TestLicensePrint.pdf
Uploaded: 06/04/2021

Required Application F ▾

Add Attachment


Supported: .pdf

[Submit](#)

Sample license

Miami-Dade County

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

Issued To:

Mailing Address:

License Number:

Expiration Date:

PROFESSIONAL LICENSE CERTIFICATE

Department of Regulatory and Economic Resources - Business
Affairs

License Type: Apprentice Mechanic



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