Department of Regulatory and Economic Resources (RER)

MIAMI-DADE COUNTY

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
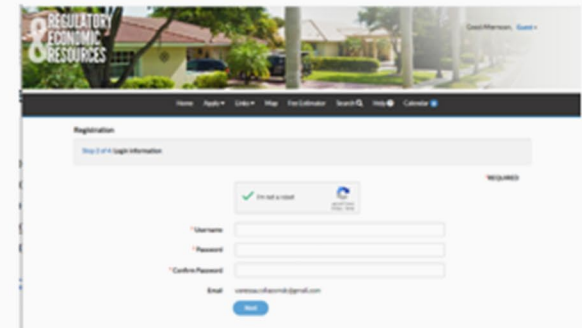
Getting Ready to Submit

- 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.
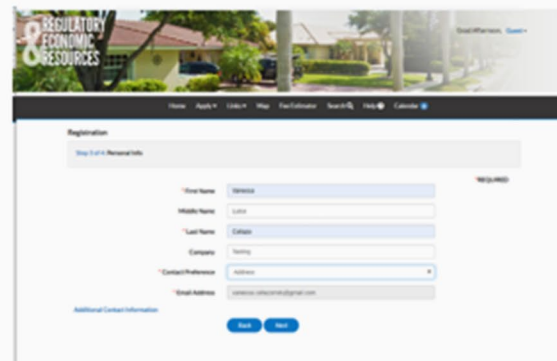

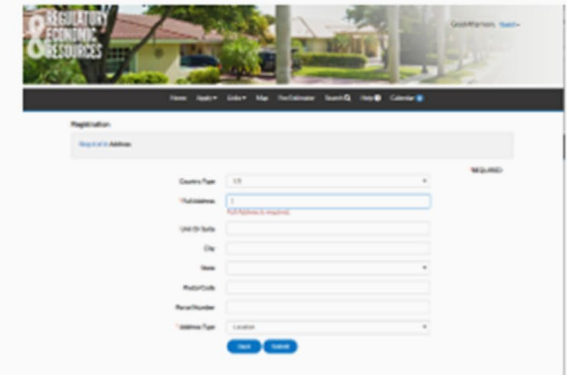**Step 1** Provide an email address

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   Tue, Jan 26, 5:30 PM (2 days ago) ☆ ↩ ⋮
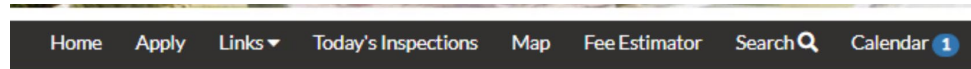to vanessa.collazoMDC ▾

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.

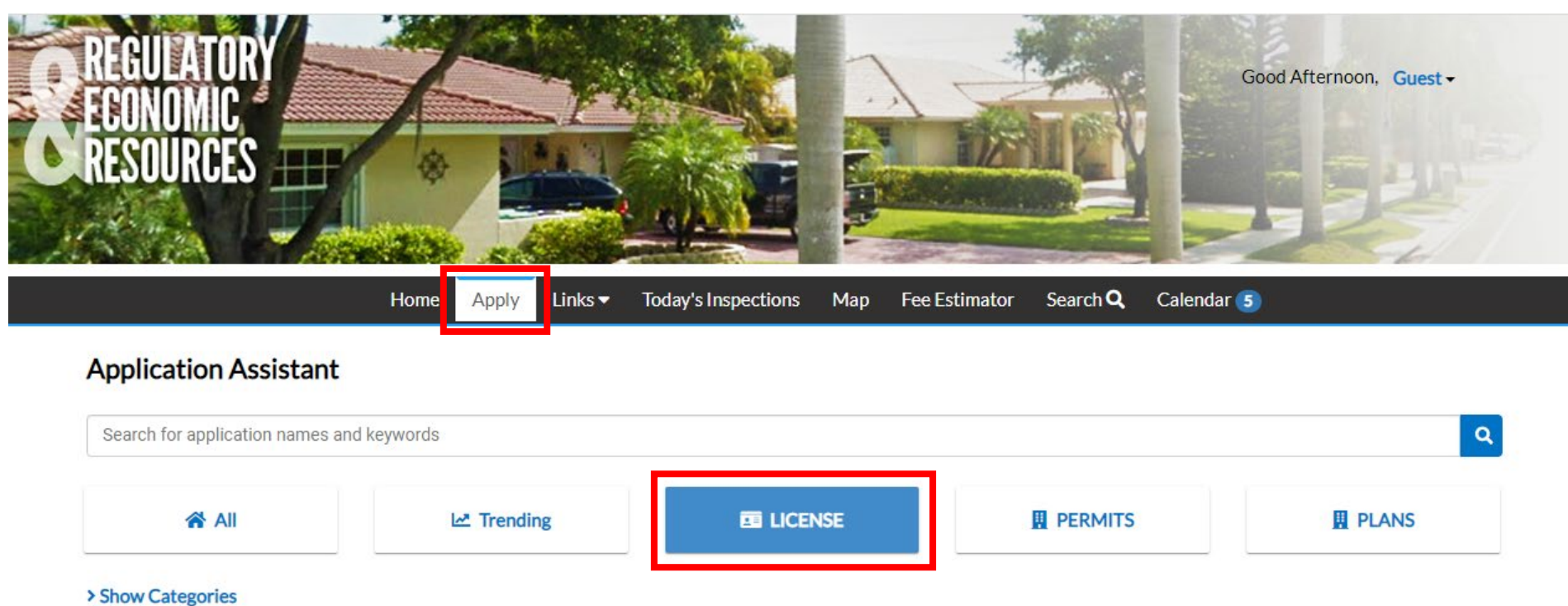# Registered Miami-Dade Citizen Self Service Portal Users

- 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'**.

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.

Renew License **License Type Name**   *REQUIRED

①——————————————②——————————————③——————————————④
Type   More Info   Attachments   Review and Submit

LICENSE DETAILS

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

License Type   [⌄]

Description   [   ]

License Holder   [   ]

[Next]

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.
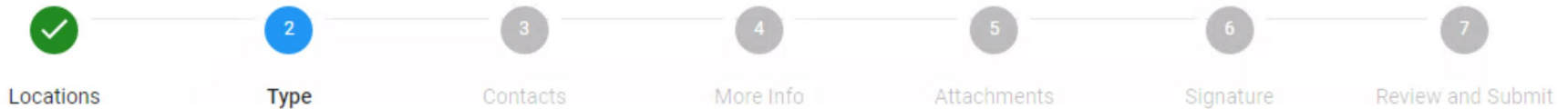
Step 2 - Type

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

Apply for License - Apprentice Mechanic   *REQUIRED

✓	2	3	4	5	6	7
Locations	Type	Contacts	More Info	Attachments	Signature	Review and Submit

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

Apprentice Mechanic ⌄

Description

License Holder

Vanessa L. Collazo

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.

Step 3 - Contacts

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

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.

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.

Apply for License - Apprentice Mechanic   *REQUIRED

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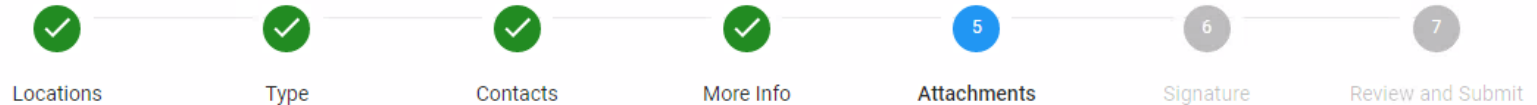
Attachments

Please attach all the needed application documentation..

Applicant Driver's License	Required Application File	Applicant Driver's Licen ▼
Add Attachment	Add Attachment	Add Attachment
+	+	+
Supported: pdf	Supported: pdf	Supported: pdf
REQUIRED	REQUIRED	

Back   Save Draft   **Next**

Step 6 Signature

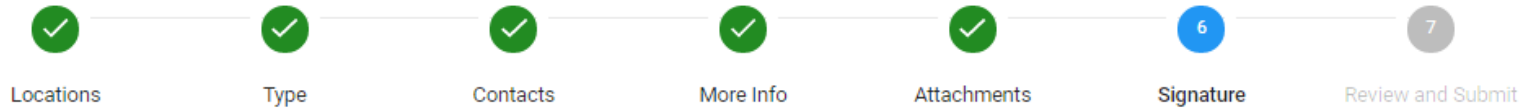- * Please type your name as consent to electronically sign this application. You can enable

Step 7 Review and Submit

- Please review your 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

✅ **Your application was successfully submitted!**

Thank you! Your application was successfully submitted.
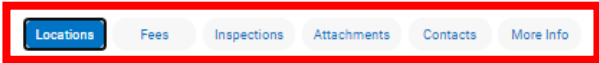
Continue to license
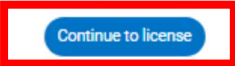
- You will be able to access the license details.

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	**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 [Main ▼]

Type: Location
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.

Pay online

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

Invoice: I2021040507
Due Date: 01/29/2021

Description: NONE
Billing Contact: Testing (Collazo, Vanessa)

$40.00

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

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.

Shopping Cart

« Energov   Next »

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

| ✏ | 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.

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 **I**ssued, 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

Issued To:

License Type: Apprentice Mechanic

Mailing Address:

License Number:

Expiration Date:

MIAMI-DADE COUNTY

This registration is **non-transferable**

TO BE POSTED IN A CONSPICUOUS PLACE