

# Department of Regulatory and Economic Resources (RER)



## Instructions for submitting professional license renewal 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 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 Professional Licenses


- To **renew** your license, you must register using the email address in your **Miami-Dade County Consumer Protection** record.
- Access the Citizen Self Service Portal at this link:  
[https://energov.miamidade.gov/EnerGov\\_Prod/SelfService#/home](https://energov.miamidade.gov/EnerGov_Prod/SelfService#/home)





Home Apply Links ▾ Today's Inspections Map Fee Estimator Search 🔍 Calendar 1

Expedited plan review now available, please call 305-375-2640 for additional information.

## Welcome to Self Service

  
**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.

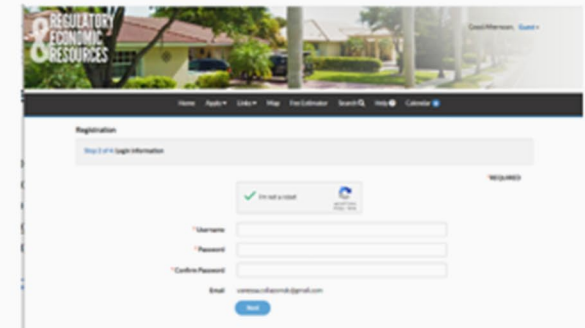
# Getting Ready to Submit

- 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](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.

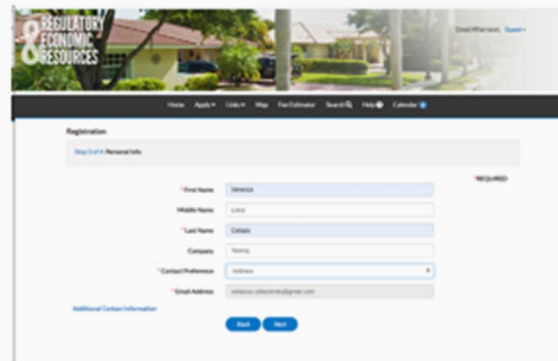
## Step 1 Provide an email address



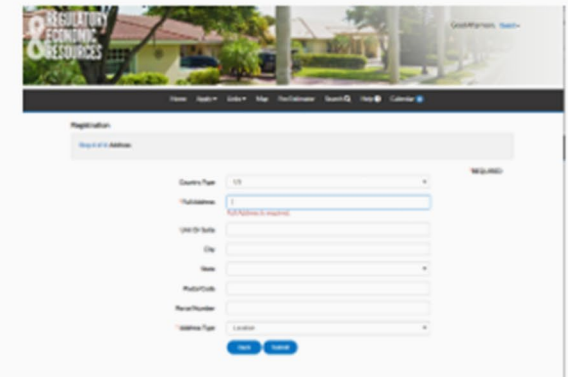
## Step 2 Login Information



## 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.

# For Renewals

- After completing the registration process go to 'My Work' and select renew your license.

REGULATORY & ECONOMIC RESOURCES

Good Afternoon

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

### My Work

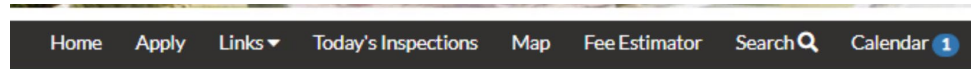
MY PLANS MY EXISTING INSPECTIONS **MYLICENSES**

Search... Export to Excel

License Number	Renew	Name	DBA	Address	Status	Type	Applied
2021-67894.MVR	<a href="#">Renew</a>	Testing		1000 10 ST Miami Beach, FL 33139--532	In Review	Apprentice Mechanic	06/08/2021

# 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** (Section Header)
- \* Username** (Label) above a text input field. Below the field is the error message 'Username is required.' in red.
- \* Password** (Label) above a text input field. Below the field is the error message 'Password is required' in red.
- Log In** (Blue button)
- Forgot your password? [Reset it](#)
- Forgot your username? [Email it](#)
- Don't have an account yet? [Register Here](#)

# 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





More Info



# Apprentice Mechanic

Professional License Information

# Step 2 - More Info – Apprentice Mechanic

- Select the **Application Type** from the drop-down list.
- If renewal, select **2 Year Renewal**.
- Confirmed your employment status.
- Select **Next** at the bottom of the page to continue.

Renew License - Apprentice Mechanic \*REQUIRED

Progress: 1 (Type) 2 (More Info) 3 (Attachments) 4 (Review and Submit)

**MORE INFO**

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

Mechanic Apprentice

---

Paint and Body Apprentice

---

Minor Repairs Apprentice

---

\*Employed?  v

Employed? is required.

---

2 Year Renewal

---

[Back](#) [Next](#)



# Certified Mechanic

Professional License Information

# Step 2 - More Info - Certified Mechanic

2

- If renewal, select **2 Year Renewal**.
- Confirmed your employment status.
- Select **Next** at the bottom of the page to continue.

## Renew License - Certified Mechanic

\*REQUIRED



Type



More Info



Attachments



Review and Submit

### MORE INFO

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

2 Year Renewal

\*Employed?

Employed? is required.

Back

Next



# Exempt Mechanic

Professional License Information

# Step 2 - More Info – Exempt Mechanic

- If renewal, select **2 Year Renewal**.
- Confirmed your employment status.
- Update all the required fields. Select **Next** at the bottom of the page to continue.

Renew License - Exempt Mechanic \*REQUIRED

Progress: 1 (Type) **2 (More Info)** 3 (Attachments) 4 (Review and Submit)

**MORE INFO**

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

\*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.

2 Year Renewal

\*Employed?    
 Employed? is required.

[Back](#) [Next](#)



# Immobilization Individual

Professional License Information





# Step 2 - More Info - Immobilization Individual

- If renewal, select **2 Year Renewal**.
- Select **Next** at the bottom of the page to continue.

## Renew License - Immobilization Individual

\*REQUIRED



### MORE INFO

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

2 Year Renewal

Back

Next



# Locksmith Certified

Professional License Information

# Step 2 - More Info – Locksmith Certified

- If renewal, select 2 Year Renewal.

## Renew License - Locksmith Certified

REQUIRED



Type

2

More Info

3

Attachments

4

Review and Submit

### 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.

2 Year Renewal

Back

Next



# Locksmith Exempt

Professional License Information

# Step 2 - More Info – Locksmith Exempt

- If renewal, select 2 Year Renewal.

## Renew License - Locksmith Exempt

\*REQUIRED



Type



More Info



Attachments



Review and Submit

### MORE INFO

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

2 Year Renewal

Back

Next

# Step 3 - Attachments

3

- 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.

Renew License - Apprentice Mechanic

\*REQUIRED



## Attachments

Please attach all the needed application documentation.

Three blue rectangular tiles for adding attachments. Each tile has a white plus sign and the text 'Supported: .pdf'. The first two tiles are labeled 'Applicant Driver's License' and 'Required Application File', both with a 'REQUIRED' label at the bottom. The third tile is labeled 'Applicant Driver's Licer' with a dropdown menu and a 'REQUIRED' label at the bottom.

Back

Next

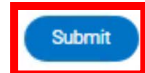
# Step 4 Review and Submit

4

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

## Renew License - Apprentice Mechanic

\*REQUIRED



### Locations

Location 9420 Dominican Dr , Cutler Bay, FL, , 33189

Parcel Number 3660040051000

### Basic Info

Type Apprentice Mechanic

Description

Applied Date 07/06/2021

License Holder Jose Collazo

### Contacts

Applicant Vanessa Collazo

Testing

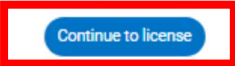
NW,, FL,,

# 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.



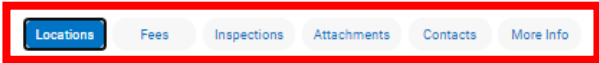
- You will be able to access the license details.

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	Applied Date: 01/29/2021
Issued By:	Administrator, System	Account Number:
Description:		Status: Submitted - Online
		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** account and select **Add to Cart** and proceed to pay.

License Number:  [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 1](#)
- [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 1](#)
- [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	<a href="#">Add to Cart</a>
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### 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](mailto: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.

**TOTAL** **\$748.00**

Process / Invoice Number	Site Address	Amount Due	Options
I2021043362	NW	748.00	<input type="button" value="DELETE"/>

# Pay online

- Complete the payment information.

The screenshot displays the ePayment TST web application interface. At the top, there is a blue header with the Miami-Dade County logo on the left, the text "ePayment TST" in the center, and a small circular logo on the right. Below the header is a navigation bar with four icons: a shopping cart labeled "CART", a credit card labeled "PAYMENT", a document with a checkmark labeled "REVIEW", and a document with a checkmark labeled "STATUS".

Below the navigation bar is a light blue banner with the following text: "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](mailto: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 "Payment Information" and includes navigation buttons "« Back" and "Next »". A dropdown menu is set to "MasterCard".

The form is divided into three sections:

- Credit Card Information:** Includes input fields for "Card Number", "Exp. Month", "Exp. Year", and "CVV".
- Personal Information:** Includes input fields for "First Name", "Middle Nam", "Last Name", "Phone Number", and "Email Address".
- Billing Information:** Includes input fields for "Billing Address 1", "Billing Address 2", "United States" (with a dropdown arrow), "City", "Florida" (with a dropdown arrow), and "Zip Code".

At the bottom right of the form, there is a graphic showing three credit cards: a Visa, a MasterCard, and an American Express. The text "CVV" is positioned above the cards, and red lines point from the "CVV" text to the CVV numbers on the American Express and MasterCard.

# Pay online

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

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 [bdgdept@miamidade.gov](mailto:bdgdept@miamidade.gov) or call (786) 315-2100 during the business hours of 7:30 a.m. to 4:00 p.m., Monday through Friday.

### Review Payment

« Back Submit »

**Payment Method**

[ Credit Card ] IPATEST IPATEST

Email Notification [vanessa.collazo@miamidade.gov](mailto:vanessa.collazo@miamidade.gov)

**VISA** Visa ending in 9990 5680 SW 87 Ave

**Process / Invoice Number**

Process / Invoice Number	Price
I2021043362	\$748.00
<b>TOTAL</b>	<b>\$748.00</b>

### Submit Payment

Your are about to proceed with your payment.  
Do you want to continue?

**YES** CANCEL

### Important!

Please, do not **close** or **refresh** the page during next process.

**UNDERSTOOD** CANCEL

### Payment Status

Payment applied successfully.


CLOSE

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

« Return To EnergovCashiering DEV 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](#)

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

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**