**Section 1240.550 Renewals**

a) Beginning with the May 1999 renewal, every individual license issued under the Act shall expire on May 31 every 3 years. The holder of a license may renew such license during the month preceding the expiration date by paying the required fee set forth in Section 1240.570 and providing proof of liability insurance as evidenced by a certificate of insurance from the insurer.

b) Beginning with the May 1999 renewal, every certificate of registration for an agency and every branch office and armed proprietary security force certificate issued under the Act shall expire on August 31 every 3 years. The holder of a certificate of registration may renew such certificate during the month preceding the expiration date by paying the required fee.

c) Beginning with the May 2000 renewal, every employee registration card issued under the Act shall expire on May 31 every 3 years. The holder of the card may renew the card during the month preceding the expiration date by submitting the required fee to the Division.

d) It is the responsibility of each licensee and employee registration card holder to notify the Division of any change of address. Failure to receive a renewal form from the Division shall not constitute an excuse for failure to renew one's license or employee registration card or to pay the renewal fee. Practicing on an expired license or employee registration card is unlicensed practice and subject to discipline under Section 45-10 of the Act.

e) Every firearm control card or retired police card shall expire on the date specified on the face of the card. The card shall be renewed upon proof that:

1) The employee has completed the refresher course required by Section 1240.510 within one year preceding the renewal date; and

2) The employee continues to be employed by the agency to which the card was issued.

f) No employer shall, after the expiration of a firearm control card or retired police card, employ the holder of the card in an armed capacity.

g) In addition to the other requirements of this Section, fingerprint vendor and/or fingerprint vendor agency licensees, as applicable, shall provide the following in order to renew:

1) verification by the fingerprint vendor agency that the applicant's fingerprinting equipment and software meets all specifications outlined in Section 1240.600 and that the equipment has been scheduled for recertification if required by ISP, or the licensee has received notice from ISP that recertification is not required at the time of renewal. The licensed agency shall maintain all correspondence or notices related to recertification of equipment that have been received from ISP for a period of 6 years since the last renewal of the vendor's license. The correspondence or notices shall be made available to the Division upon request. Current certification with ISP is a continuing requirement of licensure. The requirements of this subsection (g)(1) shall apply to a fingerprint vendor under the conditions specified in Section 1240.600;

2) verification that the fingerprint vendor licensee or a fingerprint vendor agency on behalf of the fingerprint vendor currently maintains insurance in the type and amounts required in Section 1240.600. Insurance in the type and amounts required in Section 1240.600 shall be a continuing requirement for licensure;

3) the licensee shall provide proof, acceptable to the Division, that the requirements of subsections (g)(1) and (2) have been met.

(Source: Amended at 46 Ill. Reg. 16228, effective September 6, 2022)