

IMPORTANT INFORMATION
PLEASE READ BEFORE PROCESSING YOUR RENEWAL

THE NEW RULES PASSED DURING THE 2023 LEGISLATIVE SESSION TOOK EFFECT APRIL 1, 2023. PLEASE SEE BELOW FOR CHANGES CONCERNING RENEWALS.

1. THE LATE FEE TAKES EFFECT JULY 1. IF YOUR RENEWAL IS NOT POSTMARKED BY JULY 1, YOU WILL BE ASSESSED A \$ 190.00 LATE FEE IN ADDITION TO THE RENEWAL FEE. THERE IS NO LONGER A GRACE PERIOD. THERE WILL ALSO NOT BE ANY REMINDER LETTERS SENT AT THIRTY (30) AND SIXTY (60) DAYS AS BEFORE.

2. IF YOU DO NOT HAVE AN EMAIL ADDRESS, YOU NEED TO OBTAIN ONE. WITHIN THE NEXT COUPLE OF YEARS, THE BOARD WILL MOVE AWAY FROM MAILING RENEWAL FORMS BUT WILL EMAIL YOU WHEN IT IS TIME FOR YOUR RENEWAL. YOU CAN GET A FREE EMAIL ADDRESS AT GMAIL.COM, HOTMAIL.COM, YAHOO.COM, ETC.. THERE ARE OTHERS BUT THESE ARE THE MOST COMMON. BE SURE TO ENTER IT ON THE RENEWAL FORM.

3. ON-LINE RENEWALS BY CREDIT CARD ARE THE PREFERRED METHOD OF RENEWAL. YOU CAN LOG INTO THE BOARD'S DATABASE, RENEW YOUR LICENSE, CHANGE YOUR ADDRESS, ENTER YOUR CE'S, ETC. AT [https://agencies.wvsto.com/WVBFSE App/](https://agencies.wvsto.com/WVBFSE_App/) . UNLESS YOU HAVE LOGGED INTO THE DATABASE AND CHANGED YOUR PASSWORD, YOUR USER NAME IS YOUR WV ID NUMBER (WV-1234) FOUND AT THE TOP OF YOUR WALL LICENSE. YOUR PASSWORD WILL BE YOUR WV NUMBER AND THE LAST NAME OF YOUR LICENSEE-IN-CHARGE **AND AN EXPLANATION POINT**, ALSO FOUND ON THE WALL LICENSE (EX. - WV-1234Doe!).