

REQUEST FOR RENEWAL OF LICENSES/AUTHORITIES

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Effective February 16, 1990 the following procedures shall be followed in connection with the submission of requests for renewal of licenses/authorities:

1. All requests for renewal of licenses/authorities shall be submitted to the Licensing and Evaluation Division with a complete set of requirements based on the attached checklist.
2. Documents submitted shall be initially evaluated to determine substantial compliance with requirements. Results of requests received in the morning shall be available in the afternoon of the same day while request received in the morning afternoon shall be available the following day.
3. Requests of agencies/entities without substantial compliance with the requirements shall not be accepted.
4. Agencies/entities whose requests have been accepted and pre-evaluated will be advised to return 3 days after submission of said request for the result of final evaluation.

Adopted: 29 Jan. 1990

(sgd.) TOMAS D. ACHACOSO
Administrator

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