

# WBPG 2017 RENEWAL INFORMATION

## Renewal & Reinstatement Fees:

<i>Fee due, if paid:</i>	PG	PG "Retired Status"	GIT
<i>on or before by December 31, 2016</i>	<b>\$90.00</b>	<b>\$35.00</b>	<b>\$25.00</b>
<i>January 1, 2017 – March 31, 2017</i>	<b>\$127.50</b>	<b>\$52.50</b>	<b>\$42.50</b>
<i>April 1, 2017 or later</i>	<b>\$165.00</b>	<b>\$70.00</b>	<b>\$60.00</b>

*NOTE: If you did not pay your renewal fee last year, please contact the Board office for more information.*

This renewal period you will receive a **RENEWAL NOTICE POSTCARD**. This postcard is the only notice you will receive.

PG's currently in **RETIRED STATUS** will receive their renewal forms by mail. If you wish to apply for "retired" status, please contact the Board office at (307) 742-1118.

A **NAME CHANGE** request will not be processed without the required legal documentation: photocopies of a marriage certificate, divorce decree which indicates the retaking of a maiden name, or court order approving the legal change.

A **ROSTER** is compiled after the close of each renewal cycle. Purchase of a hard copy or CD roster with your renewal is optional. Please note that a searchable roster can be found on the Board's web site: <http://wbpg.wy.gov>

It is the responsibility of each trainee, licensee, or retired licensee to promptly notify the Board in writing of any change in home address, business affiliation, preferred mailing, and e-mail addresses. This notice may be sent to the Board office by mail, facsimile, or e-mail. We do not accept **ADDRESS CHANGES** by phone.

Note to companies paying a renewal fee on behalf of a licensee, the Wyoming Board of Professional Geologists is a government agency and is **EXEMPT FROM BACKUP WITHHOLDING**.

Please do not **"INVITE"** us to join your professional or social media web sites. For security reasons, the State of Wyoming Enterprise Technology Services has advised state agencies not to "accept" any of these invitations.

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### **RENEW ON-LINE WITH CREDIT CARD** (*DISCOVER, MASTERCARD, VISA*)

During the on-line renewal process, you will be given an opportunity to review your **ADDRESS INFORMATION** and make any changes that are necessary. Please provide complete information for both home and business. This gives us alternate ways to contact you should you move or change employment and forget to change your address with the Board. Any address changes you make during your online renewal, post directly to our data base. The business address you provide (minus email) will be published in the online roster. Please proofread carefully before saving.

You will be given an opportunity to print your **RECEIPT and POCKET CARD** at the end of your on-line renewal process. Your pop-up blocker setting may need to be adjusted to allow the .pdf document to open in a new window for printing.

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### **RENEW BY MAIL**

Please allow additional time for the manual processing of your renewal fee and mailing of your receipt/pocket card.

**REMIT ONE CHECK FOR EACH RENEWAL.** We will not accept one check in payment of multiple renewal fees.

If you are paying through a **PAYMENT PROCESSING CENTER**, please mail or fax your completed renewal form to the Board Office, advising that payment will be remitted by a third party.

Be sure to write your **PG NUMBER** or **FILE NUMBER** on your check.

**CHECKS RECEIVED WITHOUT A FULLY COMPLETED RENEWAL FORM WILL BE RETURNED.**