

## **LICENSE RENEWAL INFORMATION**

### **FILING FEE:**

#### **2 YEAR LICENSE**

- Individual - \$200.00
- Corporation - \$300.00

#### **5 YEAR LICENSE**

- Individual - \$500.00
  - Corporation - \$750.00
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### **THE RENEWAL FORM CAN BE MAILED TO THE COURTHOUSE TO:**

Office of Judicial Records  
Motion Unit – Room 206  
1301 Filbert Street  
Philadelphia, PA 19107

OR

### **YOU CAN BRING THE RENEWAL FORM TO THE COURTHOUSE AND FILE IN PERSON.**

The cost for filing is \$12.50. If using a check or money order you will make it out to the “Office of Judicial Records”.

Once the Renewal is approved and received by the Office of Judicial Records, you will be contacted to set up an appointment to come in to receive your new license. **\*\*\*PRIOR TO COMING IN TO RECEIVE YOUR NEW LICENSE PLEASE CONFIRM THE LENGTH OF THE LICENSE YOU WANT TO RENEW AND IF ANY INFORMATION HAS CHANGED WITH THE OFFICE OF JUDICIAL RECORDS – ATTN: Lisa Goffe @ 215-683-7711\*\*\***

Once you are notified and prior to coming in you will need to purchase the \$10,000 Bond which must reflect the length of the license and must have the same dates, names and address from the previous license. When you are contacted you will be given the dates for the bond.

### **When you come in to get the new license you will need to bring with you the following:**

- The expired license with the gold seal
- The new bond
- The fee for the new license listed above
- The ID Sheet with 2x2 picture