Note: RRP Firm Certificates expire 12 months from the date of issuance ($125) or 3 years from the date of issuance ($300).

Step 1a: Things you will need to fill out this application:
- □ The fee payment for the application

Step 1b: Verify you have a GEOS account. If not, you must first create one. Follow the steps in the GEOS Account Creation User Guide.

Step 2: Create the Submittal (i.e. Application).

“Submittal” → “Start a New Submittal” → “Start” on the correct Application Type (i.e. Application for Renovation Firm Certificate)
Click “Next” button

Note: save your data entries at the end of each page before clicking the next button.

**SUBMITTAL FORM LIST (SUBMITTAL ID: 237666)**

Please click on the “Next” button to start the application

All Applicable Forms List

- Application for Renovation Firm Certification - Form View

Note: Choose the “Discipline” for your Certificate. Also, if this is an Initial Certificate you will need the Third Party Exam date for application.

**APPLICATION FOR RENOVATION FIRM CERTIFICATION (SUBMITTAL ID: 237666)**

Please fill out the form below.

Don't forget to click the save button or green check mark ✓ for tables to save your input!

### I. Renovation Firm Information

- **1-Year or 3-Year Certification**
  - 1-Year
  - 3-Year

- **Initial or Renewal**
  - Initial

- **Date on Check**

- **Check Number**
- **Check Amount**

- **Firm Name**
- **Contact Person**

- **Firm Address**

- **Firm City**
- **State**
- **Zip**

- **Firm Phone Number**
- **Firm Fax Number**

- **Firm E-Mail Address**
- **Website Address**

### II. Company Owner/President Information

- **Owner/President First Name**
- **Owner/President Last Name**
- **Title**

- **Cell Phone Number**
- **E-mail Address**

### III. Renovation Firm Disclosure Information

Exit  Save  Previous  Next
GEOS – RRP Firm Application (Initial or Renewal)

If there were supporting documents, such as a disclosure form upload here, upload here. If not, click “Next”

Note: Make sure you have green check marks on all needed attachments. Click “Next”

Enter payment information.

There is an outstanding balance of $300.00 due. Select the payment method of "Check" and enter the check number "123". Click "Next".
GEOS – RRP Firm Application (Initial or Renewal)

click “Submit”

Print Confirmation Page for your records.

Now EPD must review your application and supporting documents. When it has been approved the Certificate of License will be available to you for printing from you GEOS Dashboard.