

ROBERT B. EVNEN
Secretary of State
402-471-8606 (Phone)



1201 N St., Ste. 120
Lincoln, NE 68508
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Nebraska Home Inspector Registration Renewal Instructions

The renewal application for your Nebraska Home Inspector Registration is enclosed. Home Inspector Registrations are valid for two (2) years from the date of initial registration. You may submit your renewal within forty-five (45) days of your expiration date.

Please carefully read the instructions on both sides of this page. If you have any questions regarding the renewal procedure, please contact the Licensing Office at 402-471-8606 or email at sos.licensing@nebraska.gov.

**Your Nebraska Home Inspector Renewal Application
Is Due 2 Years From the Initial
License Date.**

To Renew, Please Submit the Following:

- 1. Renewal Application
 - a. Check appropriate boxes, complete form, and make changes accordingly.
 - b. If you are operating through a business entity, confirm the entity is in good standing with the State of Nebraska.
- 2. Certificate of Insurance or Continuation Certificate
- 3. Renewal Fee of \$150.00

Mailing address for overnight mail: **Secretary of State's Office
Attn: Licensing Division
1201 N St., Ste. 120
Lincoln, NE, 68508**

If the application for renewal (including certificate of insurance and fees) is received after the date listed above, the registration will NOT be renewed. You will be required to submit an initial registration application. Furthermore, you agency will be required to cease all home inspections in Nebraska until a new registration is made.

REVERSE

Renewal Application

If the pre-printed form is correct, please check box number 1, complete any blanks (if necessary), and sign and date the form.

If any changes are needed on the form, please check box number 2 and make the changes on the appropriate lines, complete form, and sign and date the form.

In order for the registration to be renewed, the entity (if applicable) must be in good standing to do business in Nebraska. You can check your entity status on the Secretary of State's Business Services Website at www.nebraska.gov/sos/corp/corpsearch or call the Business Services Division at (402) 471-4079.

Original signatures are required (no photocopies or faxes will be accepted).

Certificate of Insurance or Continuation Certificate

A Certificate of Insurance for general liability coverage of no less than \$250,000 must be submitted with the application. The coverage shall be in effect for the duration of the registration.

Original signatures are required (no photocopies, emails, or faxes accepted).

Renewal Fees

Registration Renewal \$150

Make checks payable to the **Secretary of State**