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EDMUND G. BROWN JR.  
Governor

## IMPORTANT NOTICE REGARDING RENEWAL OF LABORATORY PERSONNEL LICENSES

Laboratory Field Services (LFS) is requesting assistance in processing laboratory personnel certificate and license renewals as efficiently as possible. We encourage phlebotomy technicians and other licensed laboratory personnel to do the following:

- When moving or changing your name, provide LFS with the change of address or name within 30 days. This ensures that you will receive renewal forms in a timely manner. Instructions on updating name or address changes can be found at <https://www.cdph.ca.gov/programs/lfs/Pages/ContinuingEducation.aspx>.
- Track your own expiration date and contact LFS if you do not receive a renewal notice. The renewal form and instructions for renewing can also be downloaded from the LFS website renewal page at <https://www.cdph.ca.gov/programs/lfs/Pages/ContinuingEducation.aspx>.
- Once you have received a renewal notice, submit the completed renewal application as soon as possible. Do not delay. The California Business and Professions Code section 1270.5 (b) requires that cytotechnologists send their renewal applications to LFS within 30 days prior to the expiration date of their license, and Title 17 of the California Code of Regulations section 1031.5 (a) requires that all other certified and licensed laboratory personnel send their renewal applications to LFS within 60 days prior to the end of the license period.
- Double check your application to ensure accurate, complete information prior to submitting.
- Put your certificate or license number on the check and ensure that there are sufficient funds for the check to clear the bank.
- Send both the check and the application to the following address:

California Department of Public Health  
Accounting Section / Cashiering Unit  
MS 1601, P.O. Box 997376  
Sacramento, CA 95899-7376

- Do not call or email LFS more than once per day to check on status of your application.
- If you are given an estimated date of completion, do not contact LFS before that date.
- Check the license verification website at <http://www.cdph.ca.gov/programs/lfs/Pages/PersonnelWebsiteLookup.aspx> weekly on Wednesday afternoons to see if your application has been approved.

Thank you for your cooperation and for assisting us to serve you in your vital work in California's clinical laboratories.