



RON CHAPMAN, MD, MPH  
Director & State Health Officer

State of California—Health and Human Services Agency  
California Department of Public Health



EDMUND G. BROWN JR.  
Governor

**IMPORTANT NOTICE REGARDING APPLICATION FOR PERSONNEL LICENSURE  
AND CERTIFICATION AND RENEWAL OF LICENSURE AND CERTIFICATION**

Laboratory Field Services (LFS) in the California Department of Public Health (CDPH) has instituted a change of policy regarding walk-in service for initial or renewal applications for personnel licenses and certificates. As of September 1, 2014, LFS no longer accepts walk-in applicants. The online application forms have been revised to notify applicants of this change of policy. Notice of this change is also posted on the LFS website.

Renewal notices are sent to licensed and certified persons 120 days prior to the expiration date of the license or certificate. This provides ample time for an applicant to complete and submit the renewal application along with fees and continuing education documentation. If your renewal notice was not received or has been misplaced, the renewal form LAB 177 is available on the LFS website:

<http://www.cdph.ca.gov/pubsforms/forms/CtrldForms/lab177.pdf>.

If you need help completing your application or renewal form, or if you need other information, please check the LFS website and the FAQs for personnel licensing at <http://www.cdph.ca.gov/programs/lfs/Pages/default.aspx>. You can also contact LFS licensing staff by email at [LFSPersonnel@cdph.ca.gov](mailto:LFSPersonnel@cdph.ca.gov) or by calling 510-620-3800.

Applications are processed in the order in which they are received.

It takes a median time of 90 days after the receipt of a complete initial application (including fee, signed attestation page, and documentation of education, training, and experience) or renewal application (including fee and continuing education documentation) for LFS staff to provide a thorough review and to process and approve an application.

After an application has been approved, it is posted on the LFS website at <http://www.cdph.ca.gov/programs/lfs/Pages/PersonnelWebsiteLookup.aspx>. This information is updated on this website once a week on Wednesdays. This is the only verification LFS offers. LFS does not issue temporary licenses or certificates or verification letters.

Beatrice O'Keefe  
Chief, Laboratory Field Services