

LDP Renewal Information

You can apply and pay online for your Legal Document Preparer Renewal Application using your check debit or credit card. In order to access the online renewal application, you will need:

- Your Arizona Legal Document Preparer Certification Number,
- Your email address on record with the Division, and
- Your date of birth on record with the Division

To begin the online renewal process please click on the link below:

https://apps.supremecourt.az.gov/pay2aocvisible_ui/ldp/default.aspx

If you do not have an email address on file with the Division, or your email address has changed, you need to update your email address as soon as possible. [Click here](#) to download the change of contact information form and mail it to the Certification and Licensing Division.

If you do not wish to renew online, you can contact the Division for a hard copy renewal form and mail it to the Certification and Licensing Division.

Applications postmarked or online renewal applications submitted on or after June 1, 2017 will be assessed an additional \$50.00 fee. Certifications not renewed expire July 1, 2017.

Please note the following:

In the event that you have filed a timely and complete application for renewal, your existing certification does not expire until the administrative process for review has been completed.

Business Exemption:

If your business is exempt from paying the renewal fee, you MUST complete and submit the Business Entity Exemption Extension form. [Click here](#) to download the form and mail it to the Certification and Licensing Division.

Renewal of Inactive Status:

If you are inactive and want to renew your inactive status, you can contact Division for a hard copy inactive status renewal form or [Click here](#) to download the renewal inactive status application and mail it to the Certification and Licensing Division.