

How to Guide for Renewals

→ From the Licensing page on the EC website, select **Biennial Renewal Form**.

→ This will open a separate window powered by Adobe Acrobat Sign.

Powered by Adobe Acrobat Sign

Please sign: Electrical - Biennial Renewal Form

Next required field 15 Save for later

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
ELECTRICAL COMMISSION
217 W. Missouri Ave. Pierre, South Dakota 57501
Tel: 605.773.3573 Fax: 605.773.6213 dlrsd.gov

BIENNIAL RENEWAL FORM

Licensee is required to satisfy continuing education requirements and child support arrearages prior to submission of renewal form. Please only submit one application per licensee. Duplicate applications will result in non-refundable application fees.

Applications without a unique email address will NOT be processed, and application fees will not be refunded.

LICENSEE INFORMATION

Complete ALL contact information (all fields are required unless otherwise indicated). Incomplete applications will not be processed and will result in non-refundable application fees. Email and Business Phone will be displayed on the Public Registry. If Business Phone is left blank, Personal Phone will be used on the registry.

Start

First Name: * Last Name: *

Address: *

City: * State: * Zip: *

Email: * Phone: *

Optional – Business Cell: Business Phone: *
Business numbers are public information.

By clicking continue, I acknowledge that I have read and agree to the Adobe Terms of Use. See our Privacy Policy for details on our privacy practices.

Continue

→ Click Continue at the bottom

→ All highlighted sections with a red star are required fills and MUST be filled in

- **Please note:** You **MUST** enter a **unique email address**, only one licensee can use a single email address

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Start

First Name: * Last Name: *

Address: *

City: * State: * Zip: *

Email: * Phone: *

Optional – Business Cell: Business Phone: *
Business numbers are public information.

- Check the box next to the LICENSE TYPE you need to renew
 - Please note, you can select more than one license type (For example: You hold an inactive EC and an active JM)
 - Checking the box for a license type will automatically be carried over to the AMOUNT field and the TOTAL AMOUNT DUE will automatically be carried over to the AMOUNT field and the TOTAL AMOUNT DUE will autofill
 - Enter your LICENSE NUMBER in the middle column
 - You MUST enter the correct license number here or your license will NOT be renewed

Please sign: Electrical - Biennial Renewal Form Next required field

RENEWAL INFORMATION

Check the box for each license to be renewed. **Include the license number on the corresponding line.**

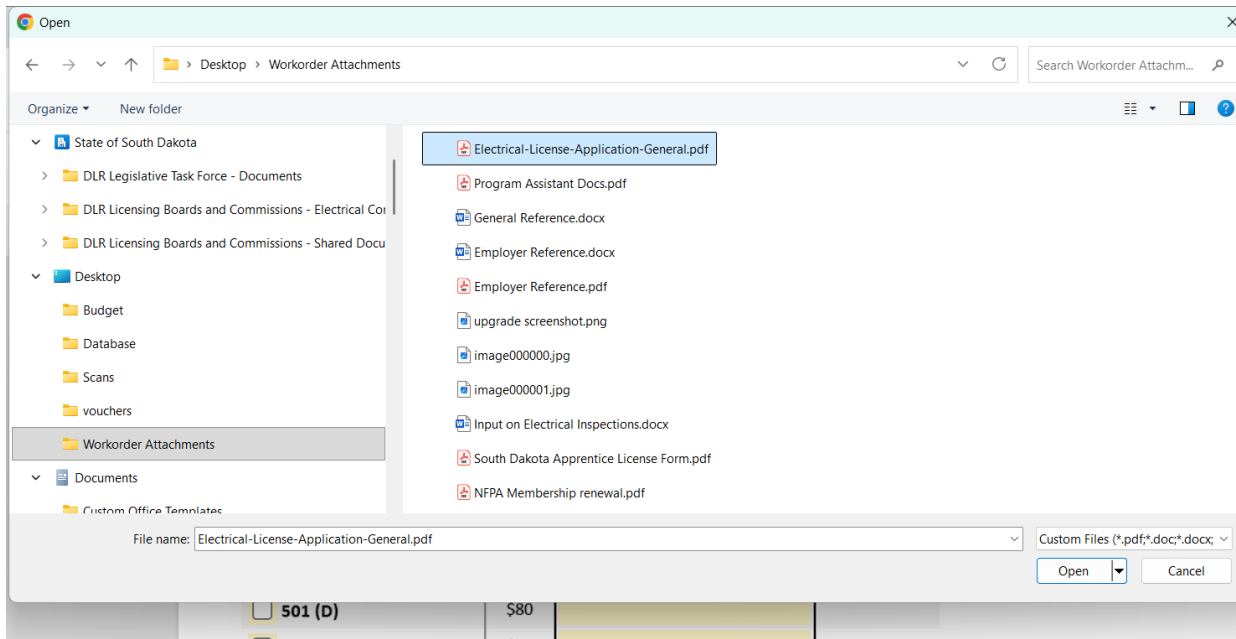
LICENSE TYPE	FEE	LICENSE NUMBER	AMOUNT
<input type="checkbox"/> Electrical Inspector	\$100		
<input type="checkbox"/> Electrical Contractor	\$200		
<input checked="" type="checkbox"/> Inactive EC	\$80	EC 1234	\$80.00
<input type="checkbox"/> Class B	\$100		
<input type="checkbox"/> Inactive Class B	\$100		
<input checked="" type="checkbox"/> Journeyman	\$80	JM 1234	\$80.00
<input type="checkbox"/> Inactive JM	\$80		
<input type="checkbox"/> Apprentice	\$20		
<input type="checkbox"/> 501 (D)	\$80		
<input type="checkbox"/> Inactive 501 (D)	\$80		
<input type="checkbox"/> Reinstatement Fee <i>(Renewal after June 30)</i>	\$50		
TOTAL AMOUNT DUE:			\$160.00

**DUE JUNE 30
EVEN YEARS
Reinstatement Fee**

Next

- If you received a license for the FIRST time in South Dakota after July 1, 2025, you are exempt from CE requirements. You may check the box for Exempt from CE Requirements
 - Anyone else needs to have complete 16 hours of CE in South Dakota pre approved classes
- Click in the highlighted area for Attach CE Certificate and select the document you have saved for your CE

Exempt from CE Requirements
 Attach CE Certificate(s): Click to Attach Click here to attach certificate(s)
- Click Open
 - Please note: The form will only allow you to select one document, so please have your certificates saved as a single document.



→ You will see the name of the document next to Attach CE Certificate(s)



→ Answer the required questions regarding conviction of a crime of violence and that you have satisfied your CE.

→ Click the highlighted area next to SIGNATURE:

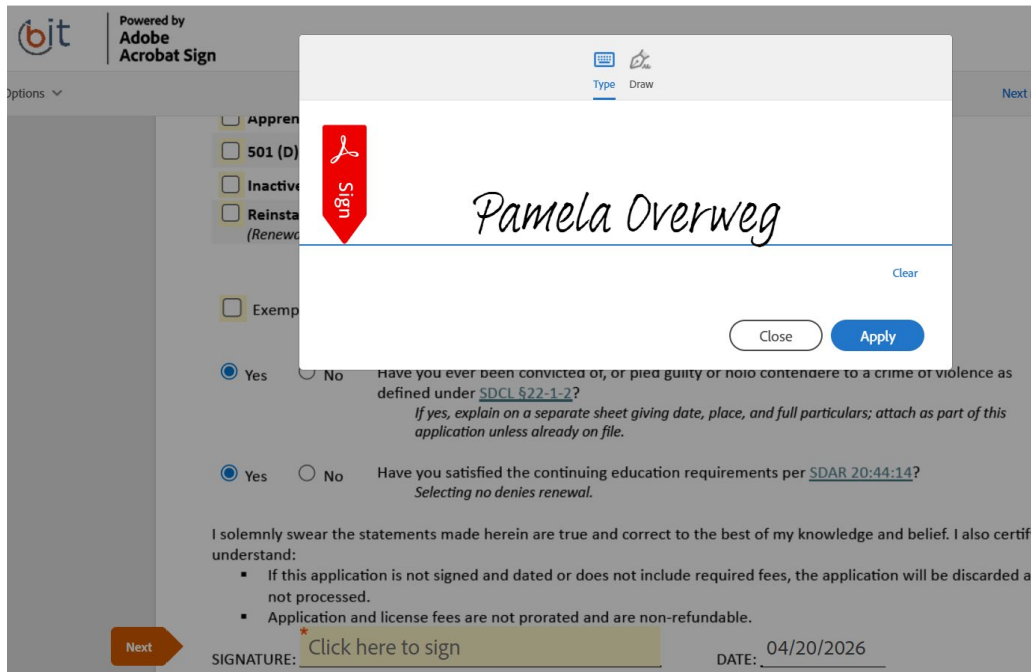
- Yes No Have you ever been convicted of, or pled guilty or nolo contendere to a crime of violence as defined under [SDCL §22-1-2](#)?
If yes, explain on a separate sheet giving date, place, and full particulars; attach as part of this application unless already on file.
- Yes No Have you satisfied the continuing education requirements per [SDAR 20:44:14](#)?
Selecting no denies renewal.

I solemnly swear the statements made herein are true and correct to the best of my knowledge and belief. I also certify I understand:

- If this application is not signed and dated or does not include required fees, the application will be discarded and not processed.
- Application and license fees are not prorated and are non-refundable.

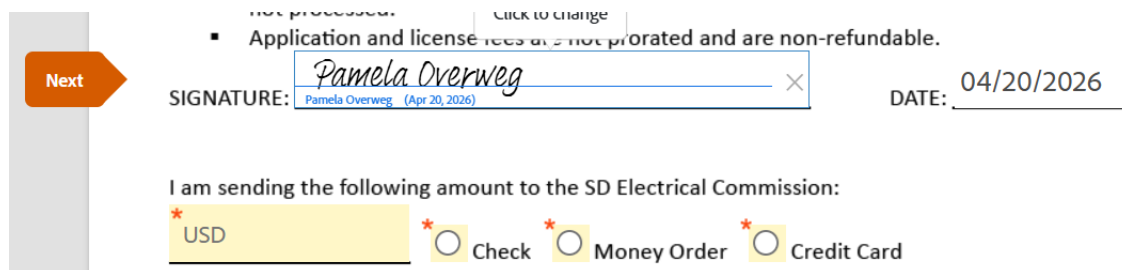
SIGNATURE: [Click here to sign](#) DATE: 04/20/2026

→ You can either Type your name, or you can Draw your name



→ Click Apply

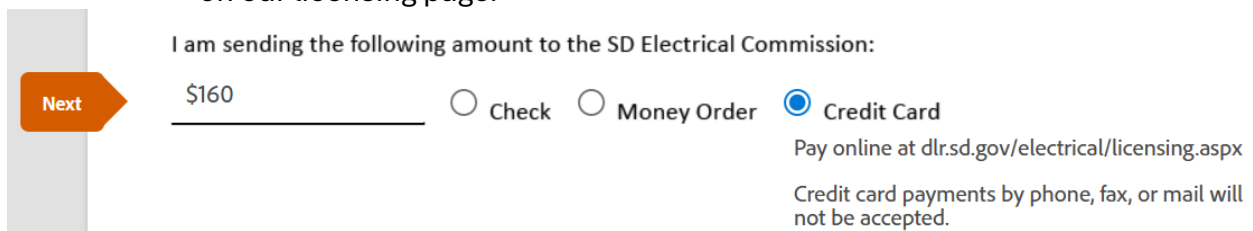
- Your signature will now display on the Signature line



→ In the highlighted field with USD, enter the amount from the top of the page that auto filled when you selected what LICENSE TYPE you needed to renew

→ Select the radial button for the method of payment

- Credit card payments will ONLY be accepted through the Pay Online button on our licensing page.



→ Checks or Money Orders can be mailed to us at 217 W Missouri Ave. Your renewal will NOT be processed until the payment is received.

- Please make sure you are noting on the check or money order that the payment is for renewal and the license number it is renewing

Check
 Money Order
 Credit Card

Please mail payment to:
 217 W Missouri Ave
 Pierre, SD 57501

Check
 Money Order

Please mail payment to:
 217 W Missouri Ave
 Pierre, SD 57501

→ If there are any required fields that you have not filled out, you will see Next required field with a number next to it in the upper right corner and the button will say Save for later

Options ▾ Please sign: Electrical - Biennial Renewal Form Next required field 1 [Save for later](#)

Exempt from CE Requirements Attach CE Certificate(s): FILE: Employer Reference.docx

Yes No Have you ever been convicted of, or pled guilty or nolo contendere to a crime of violence as defined under [SDCL §22-1-2?](#)
If yes, explain on a separate sheet giving date, place, and full particulars; attach as part of this application unless already on file.

Yes No Have you satisfied the continuing education requirements per [SDAR 20:44:14?](#)
Selecting no denies renewal.

I solemnly swear the statements made herein are true and correct to the best of my knowledge and belief. I also certify I understand:

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- Application and license fees are not prorated and are non-refundable.

SIGNATURE: Pamela Overweg DATE: 04/20/2026

I am sending the following amount to the SD Electrical Commission:

\$160 Check Money Order Credit Card

Please mail payment to:
 217 W Missouri Ave
 Pierre, SD 57501

DLR Electrical Commission – Biennial Renewal Form 2 REV 04/2026

- Clicking on the number will take you to the required field you need to fill out
- Once all fields are complete, Click to Sign will appear at the bottom

I am sending the following amount to the SD Electrical Commission:

\$160 Check Money Order Credit Card

Please mail payment to:
 217 W Missouri Ave
 Pierre, SD 57501

DLR Electrical Commission – Biennial Renewal Form 2 REV 04/2026

By signing, I agree to this document, the [Consumer Disclosure](#) and to utilize electronic signatures. [Click to Sign](#)

- Enter your active email address in the box that pops up, you will need to verify your email in order to submit your form

Enter Your Information ×

Please enter your email and then click to sign this document.

Email

Cancel Click to sign

→ Once you enter your email, you can click on the Click to sign

Enter Your Information ×

Please enter your email and then click to sign this document.

pamela.overweg@state.sd.us

Cancel Click to sign



Powered by
Adobe
Acrobat Sign

Just one more step

We just emailed you a link to make sure it's you. It'll only take a few seconds, and we can't accept your signature on "Electrical - Biennial Renewal Form" until you've confirmed.

→ In the email you receive, there will be a Confirm my email address hyperlink you need to click

[EXT] Please confirm your signature on Electrical - Biennial Renewal Form

AS Adobe Sign <adobesign@adobesign.com>
To Overweg, Pamela

☺ Reply Reply All Forward

Mon 04/20/2020 8:38 AM

Retention Policy 2 Year Delete (Default) (2 years)

Expires 04/19/2028

📘 If there are problems with how this message is displayed, click here to view it in a web browser.



SOUTH CAROLINA DEPARTMENT OF LABOR AND REGULATION
ELECTRICAL COMMISSION
2104 Market Ave., Suite 1000, Columbia, SC 29201
Tel: 803.774.1171 Fax: 803.774.1111

BIENNIAL RENEWAL FORM

Licenses are required to legally carry out electrical assignments, and child support is required prior to submission of renewal form. Please only submit one application per license. Duplicate applications will result in non-refundable application fees.

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First Name: Pamela Last Name: Overweg

Address: 123 W. Main Street
City: Columbia State: SC ZIP: 29201
Email: pamela.overweg@state.com Phone: 803.774.1171
Business Address: Business Phone: 803.774.1171 Business Email: pamela@state.com

All communication from the electrical commission will be sent via email or by going forward. No additional mail will be sent from the electrical commission office.

Go to next page

Thank you for signing Electrical - Biennial Renewal Form. To complete the process, you need to confirm your email address using the link below. It will only take seconds.

[Confirm my email address](#)

After you confirm your signature and other form participants have fulfilled their roles, all parties will receive a completed copy of Electrical - Biennial Renewal Form as a PDF.

→ You will receive the green message below letting you know your form has been submitted



Your e-signing of Electrical - Biennial Renewal Form has been verified. A copy of the signed document is being sent to you.