

Licensing Portal

How to Apply for a New Pest Control Business License

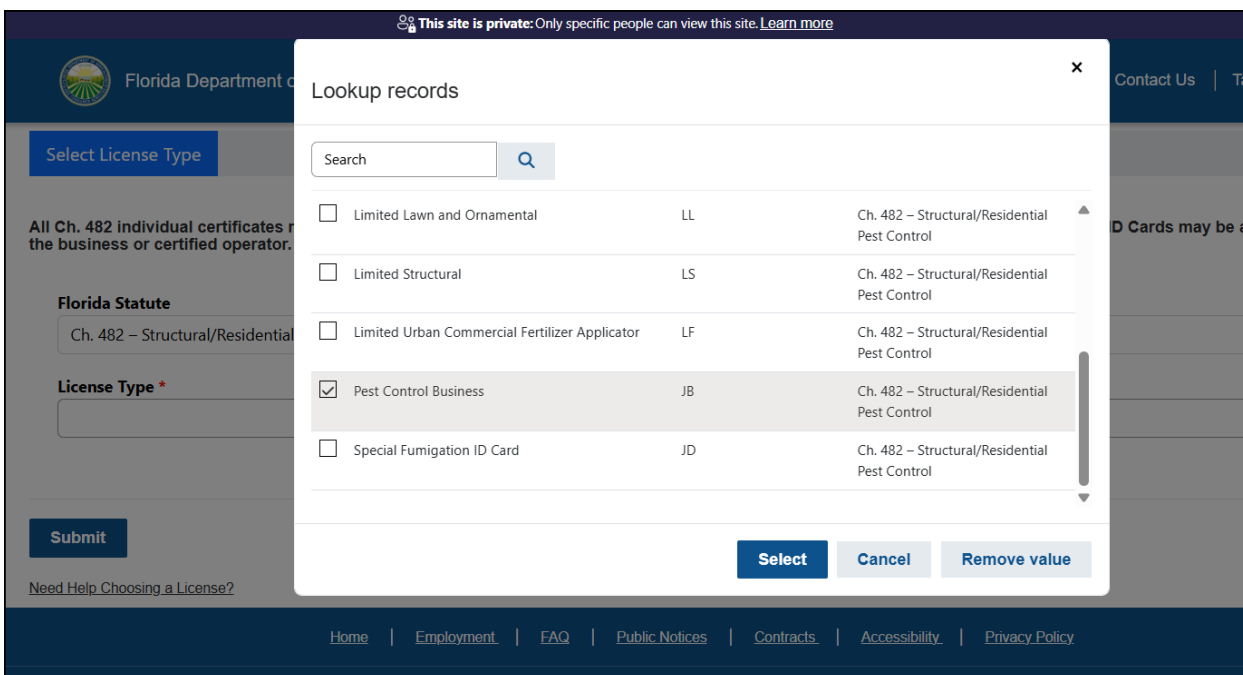
1. Go to Licensing Portal at <https://aeslicensing.fdacs.gov> and sign in.
2. Navigate to the Home Page and select APPLY FOR NEW LICENSE > STANDARD



3. Choose Ch. 482 > Pest Control Business

The screenshot shows the 'Select License Type' form. The 'Florida Statute' dropdown is set to 'Ch. 482 – Structural/Residential Pest Control'. The 'License Type' dropdown is set to 'Pest Control Business'. The 'Submit' button is visible at the bottom.

4. Check the box by Pest Control Business and click 'Select', then 'Submit'.



- Choose an existing business name or create a new one. You may want to select an existing business name in the event you have several locations/branches with the same business name and you're setting up a new license for a new location.
- Select NEW for a brand new business name.

This site is private: Only specific people can view this site. [Learn more](#)

Florida Department of Agriculture and Consumer Services

Pest Control Business -

Business Information

Review Business Information

Business Information

Business *
Select or add a Pest Control business

Next

Lookup records

Search

Choose one record and click Select to continue

☒	Business Name	Street 1	City	Business Address - State
☐	Don't Bug Us	3125 Sanford Lane	Orlando	FL
☐	Don't Bug Us	662 SE Heritage Ct.	Branford	FL
☐	Rock N Roll Pest Control	123 Wally World Way	Tallahassee	FL
☐	Florida Pest Control	3125 Sanford Lane	Orlando	FL

≤ 1 ≥

New Select Cancel Remove value

©2025 Florida Department of Agriculture and Consumer Services
Florida Pest Control - Tallahassee - Florida 32309-3300

- Complete the company information fields.

Create a new record

This site is private: Only specific people can view this site. [Learn more](#) Signed in as Tamara James

Business Information

Company Name *
Bug Be Gone

Business Type *
Limited Liability Company

Firm's Legal Name *
Bug Be Gone, LLC

FEID # *
12-6733581

Contact Information

Email *
tamara.james@fdacs.gov

Phone *
(850) 617-7876

Fax
(XXX) XXX-XXXX

8. Once submitted, it will bring up the list again. Make sure the new business name is selected in the list and click the 'SELECT' button.

Lookup records

Search

☐	Roach Roundup	457 Walt Way	Kissimmee	FL
☐	Coca Cola Cockroaches	457 Walt Way	Kissimmee	FL
☐	Shaggy Pest Control	7894 Libro Lane	Orlando	FL
☐	Melissa Has PTSD Pest Control	7894 Libro Lane	Orlando	FL
☐	TJ Pest Control	5464 Drury Lane	Tallahassee	FL
☒	Bug Be Gone	877 Bug Blvd	Havana	FL
☐	Bridgerton Services	123 Cassanova Lane	Tallahassee	FL

≤

1

2

≥

New

Select

Cancel

Remove value

9. Now Review Business Information and click 'Next'.
10. Click 'Add Owner/Officer'.

Pest Control Business - New License

Business Information ✓

Review Business Information ✓

Owners and Corporate Officers

Certified Operators in Charge

Employees

Upload Documents

Acknowledgment

Owners and Corporate Officers

Add Owner/Officer

Contact

Percent Ownership (%)

There are no records to display.

Previous

Next

11. You will create a new contact and then add percentage ownership at the bottom. Click 'Submit'.

The image shows two parts of a web form. On the left is a 'Create' modal window with a close button (X). It has a status bar at the top: 'This site is private: Only specific people can view this site. Learn more' and 'Signed in as: Jambata Jambas'. Below this is a 'Contact Information' section with a 'Contact Type' dropdown. The 'First Name' field contains 'Bobby', 'Middle Name' is empty, 'Last Name' contains 'Boucher', 'Title' contains 'Head Bug Exterminator', 'Personal Email' contains 'bobby.boucher@bugbegone.com', and 'Home Address' contains 'Street 1' with the value '1589 Sprayzone Way'. On the right is a larger form with the same 'Street 1' field (value '1589 Sprayzone Way') and a 'Document' button. Below this are 'City' (Havana), 'State' (FL), 'Zip Code' (32168), 'County' (Gadsden), and 'County (If Other)' (empty). The 'Ownership' section has a 'Percent Ownership (%)' field with the value '100' and a 'Submit' button at the bottom.

12. You should see the newly added owner/officer. Click 'Next' to add the COIC in the next Tab.

The image shows the 'Pest Control Business - New License' form. The top navigation bar has tabs: 'Business Information' (checked), 'Review Business Information' (checked), 'Owners and Corporate Officers' (active), 'Certified Operators in Charge', 'Employees', 'Upload Documents', and 'Acknowledgement'. Below the tabs, the 'Owners and Corporate Officers' section has an 'Add Owner/Officer' button. A table lists the added owner: Bobby Boucher with 100.00% ownership. A red arrow points to the 'Add Owner/Officer' button, and another red arrow points to the 'Next' button at the bottom. The 'Previous' button is also visible.

13. This will also be the process to create their new JE as well.

The image shows the 'Employee Information' tab in the 'Pest Control Business - New License' form. The top navigation bar has tabs: 'Employee Information' (active), 'Employment Information', 'Endorsements', and 'Criminal History'. Below the tabs, the 'Certified Operator Number (JF)' field is empty, with a link 'Click Here' for more information. The 'Last Name of Certified Operator' field is also empty. A 'Next' button is at the bottom.

14. Fill out their employment information and their categories that they'll be in charge of as well as provide their JE # and required field for start date.

Employee Information ✓

Employment Information

Endorsements

Criminal History

Certified Operator in Charge

Contact

Tamara James

Certified Operator Number

JF2012

Select Categories

Categories

Lawn and Ornamental x

Enter Employment Information

Employee ID Number (JE) *

To search for your Pest Control Employee ID Card Number (JE) [Click Here](#)

JE2096

Employment Start Date *

01/30/2025

☒ * This employee is not employed at any other pest control licensee in Florida.

Previous Employer Termination Date

MM/DD/YYYY

Next

15. You can now choose to add endorsements for the COIC as an employee and upload endorsement affidavits. If the Certified Operator has the WDO or Fumigation category, they should not apply for the Endorsements. You'll notice that both WDO Endorsement and Fumigation Endorsement are grayed out because there is currently no COIC associated with the company that has WDO or Fumigation, so those are not options.

Employee Information ✓

Employment Information ✓

Endorsements

Criminal History

WDO Endorsement

☐ Yes ☐ No

Fumigation Endorsement

☐ Yes ☐ No

Upload Endorsement Affidavits

+ Add files

New folder

There are no folders or files to display.

Previous

Next

16. Fill out criminal history as it pertains to the COIC. Provide comments for any 'YES' answers.

Employee Information ✓

Employment Information ✓

Endorsements ✓

Criminal History

This section MUST BE COMPLETED by the applicant seeking licensure. Check "YES" or "NO" for each response. If you intend to answer "NO" because you believe those records have been expunged or sealed by court order pursuant to Section 943.0585 or 943.059, Florida Statutes, or applicable law of another state, you are responsible for verifying the expungement or sealing prior to answering "NO". If you do not fully understand these questions, consult with an attorney, or contact the Department. If you answer "YES" to any question in questions 1-5 below, you must complete the EXPLANATION section for your response. YOUR ANSWER TO THESE QUESTIONS MAY BE CHECKED AGAINST LOCAL, STATE AND FEDERAL RECORDS.

Have you, in the last three (3) years, been convicted of a crime under any state or federal law involving dishonesty, violence, destruction of property, sexual misconduct or any other crime which directly relates to the practice of pest control. *

No

Have you been convicted of a crime under any state or federal law involving dishonesty, violence, destruction of property, sexual misconduct or any other crime which directly relates to the practice of pest control, for which you have not completed any term of probation or parole and the conditions thereof. *

No

Have you ever been convicted of any offense that serves as a predicate to registration as a sexual offender in accordance with s. 943.0435 or ss. 491.0112, 784.049(3)(b), 794.08, 800.101, 826.04, 847.012, 872.06(2), 944.25(2)(b)2, 954.231(4), F.S. or similar laws of any other state. *

17. Add another COIC for another category or click 'Next' to continue to the Employees Tab.

Pest Control Business - New License

Business Information ✓ Review Business Information ✓ Owners and Corporate Officers ✓ **Certified Operators in Charge** Employees Upload Documents Acknowledgment

Certified Operators in Charge

Add Certified Operator in Charge

Contact	Categories	Criminal History
Tamara James	Lawn and Ornamental	No

Previous **Next**

18. The newly added COIC should be shown in the list. To add more, click the ADD EMPLOYEE button.

Pest Control Business - New License

Business Information ✓ Review Business Information ✓ Owners and Corporate Officers ✓ Certified Operators in Charge ✓ **Employees** Upload Documents Acknowledgment

Employees

Add Employee

Contact	Employee ID	Date of Birth	WDO	FUM	Status
Tamara James	JE2096	11/03/1986			Active

Previous **Next**

19. Select whether the newly added employee has an existing ID card number (JE).

Employee Information Employment Information Criminal History

Does the employee currently being added have an existing or previous Employee ID Card Number (JE)? *

Select

Next

20. If you click NO, you are presented with fields to complete.

Employee Information Employment Information Criminal History

Does the employee currently being added have an existing or previous Employee ID Card Number (JE)? *

No

Contact Information

First Name * **Middle Name** **Last Name ***

Street 1 *

City * **State *** **Zip Code ***

County * **County (If Other)** **Date of Birth ***

Personal Email *

Next

21. If you choose YES, you have the opportunity to find the existing JE number/employee.

Employee Information

Employment Information

Criminal History

Does the employee currently being added have an existing or previous Employee ID Card Number (JE)? *

Yes

Employee ID Information

Employee ID Number (JE)

To search for your Pest Control Employee ID Card Number (JE) [Click Here](#)

Last Name *

Next

22. Note, it will not allow you to select a WDO or Fumigation endorsement for this employee, since there is no COIC on board who holds either of those categories.

23. Fill out term/start date and click 'NEXT'.

Employee Information

Employment Information

Criminal History

Employment Information

Previous Employer Termination Date

01/08/2025

Employment Start Date *

02/10/2025

☒ This employee is not employed at any other pest control licensee in Florida.

Endorsements

WDO Endorsement

☐ Yes ☐ No

Fumigation Endorsement

☐ Yes ☐ No

Upload Endorsement Affidavits

Add files

New folder

There are no folders or files to display.

Next

24. Fill out criminal history next, as it pertains to the employee. Select NO or if YES is selected, provide comment(s).

Employee Information

Employment Information

Criminal History

This section MUST BE COMPLETED by the applicant seeking licensure. Check "YES" or "NO" for each response. If you intend to answer "NO" because you believe those records have been expunged or sealed by court order pursuant to Section 943.0585 or 943.059, Florida Statutes, or applicable law of another state, you are responsible for verifying the expungement or sealing prior to answering "NO". If you do not fully understand these questions, consult with an attorney, or contact the Department. If you answer "YES" to any question in questions 1-5 below, you must complete the EXPLANATION section for your response. YOUR ANSWER TO THESE QUESTIONS MAY BE CHECKED AGAINST LOCAL, STATE AND FEDERAL RECORDS.

Have you, in the last three (3) years, been convicted of a crime under any state or federal law involving dishonesty, violence, destruction of property, sexual misconduct or any other crime which directly relates to the practice of pest control. *

Yes

If yes, add additional information here which shall include Name at time of conviction, Offense, County, State, Penalty/Disposition, Date of Offense, Have all sanctions been satisfied (Y or N)?, and Description. *

One time I borrowed a pest control truck without asking and applied some of the products at my house. But I returned the truck, however I was caught.

Have you ever been convicted of a crime under any state or federal law involving dishonesty, violence, destruction of property, sexual misconduct or any other crime which directly relates to the practice of pest control, for which you have not completed any term of probation or parole and the conditions thereof. *

No

Have you ever been convicted of any offense that serves as a predicate to registration as a sexual offender in accordance with s. 943.0435 or ss. 491.0112, 784.049(3)(b), 794.08, 800.101, 826.04, 847.012, 872.06(2), 944.35(3)(b)2, 951.221(1), F.S. or similar laws of any other state. *

25. Repeat these steps to add all employees requiring a JE card. When finished, click 'Next'.

Pest Control Business - New License

Business Information ✓	Review Business Information ✓	Owners and Corporate Officers ✓	Certified Operators in Charge ✓	Employees	Upload Documents	Acknowledgment
------------------------	-------------------------------	---------------------------------	---------------------------------	-----------	------------------	----------------

Employees

Add Employee

Contact	Employee ID	Date of Birth	WDO	FUM	Status	
Tamara James	JE2096	11/03/1986			Active	▼
Vicki Vallencourt		02/14/1989			Active	▼

Previous **Next**

26. Upload Documents. Click ADD FILES and upload the required documents. To see a list of the required documents, click the link at the bottom of the page that reads, "this PDF".

Pest Control Business - New License

Business Information ✓	Review Business Information ✓	Owners and Corporate Officers ✓	Certified Operators in Charge ✓	Employees ✓	Upload Documents	Acknowledgment
------------------------	-------------------------------	---------------------------------	---------------------------------	-------------	------------------	----------------

Add files **New folder**

There are no folders or files to display.

☐ * If you answered "YES" to any Criminal History question, you must provide a copy of the arrest report, copies of the disposition or judgement and sentence, and documentation proving all sanctions have been served and satisfied. You must supply this documentation for each occurrence. If you are unable to supply this documentation, a certified statement from the clerk of court for the relevant jurisdiction stating the status of records is required.

☐ * CURRENT CERTIFICATE OF INSURANCE is uploaded with this application (Declarations or Binders are NOT accepted).

☐ * Completed and Signed EQACS-13505 for each Employee is uploaded in a single combined PDF.

IMPORTANT: Please check [this PDF](#) to see the documentation required for licensure/certification. No license/certificate will be issued until the required documentation has been provided.

Previous **Next**

27. Select the files you want to add, and then click ADD FILES.

Add files

Choose files **Choose Files** Bug Be Gone_COI.png

☒ Overwrite existing files

Add files **Cancel**

28. If you make a mistake, you can click the drop-down arrow next to the incorrect document and click DELETE.

29. Once all documents have been uploaded, check all three boxes and click 'Next'.

Pest Control Business - New License

Business Information ✓ Review Business Information ✓ Owners and Corporate Officers ✓ Certified Operators in Charge ✓ Employees ✓ **Upload Documents** Acknowledgment

Add files **New folder**

Name ↑	Modified	
Bug Be Gone_COI.png (10 KB)	02/10/2025 3:19 PM	
ID Card Apps.png (56 KB)	02/10/2025 3:20 PM	

☒ * If you answered "YES" to any Criminal History question, you must provide a copy of the arrest report, copies of the disposition or judgement and sentence, and documentation proving all sanctions have been served and satisfied. You must supply this documentation for each occurrence. If you are unable to supply this documentation, a certified statement from the clerk of court for the relevant jurisdiction stating the status of records is required.

☒ * CURRENT CERTIFICATE OF INSURANCE is uploaded with this application (Declarations or Binders are NOT accepted).

☒ * Completed and Signed FDACS-13606 for each Employee is uploaded in a single combined PDF.

IMPORTANT: Please check [this PDF](#) to see the documentation required for licensure/certification. No license/certificate will be issued until the required documentation has been provided.

Previous **Next**

30. On the last page, enter the JF number and the last name of the Certified Operator (COIC), then check the box to attest to the statement and click 'Submit'.

Pest Control Business - New License

Business Information ✓ Review Business Information ✓ Owners and Corporate Officers ✓ Certified Operators in Charge ✓ Employees ✓ Upload Documents ✓ **Acknowledgment**

Certified Operator Number (JF) *

JF2012

Electronic Signature of Certified Operator in Charge *

Type your full name below to attest to the acknowledgement described below.

James

☒ * I do hereby certify that I am the certified operator(s) in charge of the aforesaid licensed business location and that all information given in this application is true, complete and correct to the best of my knowledge and belief. I hereby certify that my primary occupation is in the pest control business, that I am employed on a full-time basis by the licensee, and that my principal duty is the personal supervision of and participation in the pest control operations of the licensee at and for the aforesaid licensed business location in compliance with Section 482.071, Subsections 482.111(2), (3), (4), (5) and (6), and Section 482.152, Florida Statutes. Except for change of home address for employee identification card holders, I fully understand that it is the responsibility of the certified operator and/or the licensee to notify the Department promptly of any changes in the information given in this application in accordance with the law and regulations.

Previous **Submit**

31. Click 'Submit'.

32. You're presented with submission confirmation page.

Application Submitted - Payment Required

You will receive an email shortly containing a link to your Invoice. You may also navigate to the [Invoices](#) area to pay now.

Once payment is received, new licenses that qualify for auto-issuance will be provisioned and sent shortly via email. Otherwise, your application will be initially reviewed once payment is processed (3-5 business days) and in the order that it is received.

33. You'll also see that your Case Status on the Home Page has changed to SUBMITTED and allows no further edits.

Apply for New License

Update Existing License

Cases

Customer	Case Title	License Type	Case Type	Case Status	Reciprocal	Created On
Bug Be Gone	0000002545	Pest Control Business	New License	Submitted	No	02/10/2025 02:37 PM

34. NOTE: If you log out for any reason during this process prior to clicking 'Submit', when you log back in, your home page will show the case as STARTED, and you can select the drop-down arrow and click View Case to pick up where you left off.

Apply for New License +

Update Existing License +

Cases

Customer	Case Title	License Type	Case Type	Case Status	Reciprocal	Created On ↓
Bug Be Gone	0000002545	Pest Control Business	New License	Started	No	02/10/2025 02:37 PM

35. After SUBMITTING, you will receive an email with an invoice link to click on to make the payment, or from the portal, you can click the INVOICE link. You can also forward the email to someone else for payment.

Block

Delete

Archive

Report

Reply

Reply all

Forward

Meeting

Zoom

Sweep

Rules

Read / Categorize

Unread

Flag

Policy

Print

Immersive reader

Invoice Ready to Pay

Invoice.pdf

Brian Eisenberg

To: Mickey.Mouse@FDACS.gov

Cc: AESPostLicensing@fdacs.gov

Reply

Reply all

Forward

Print

Immersive reader

Wed 3/5/2025 3:08 PM

Retention: Never Delete

Invoice.pdf

94 KB

Your Invoice for Case 0000002735 is ready to pay.

You can navigate to your Invoice [Here](#) or by navigating to the Invoices area of our website. If someone else will be paying this invoice, please forward this email and they will be able to click the invoice link to make the payment.

Please be aware that your application will remain incomplete until payment is received.

Case Number: 0000002735

Case Type: New License

License Type: Commercial Applicator

Customer: Mickey Theodore Mouse

Thank you,

AES Team

36. Click the invoice number to pay.

37. The amount due will be itemized at the bottom.

38. Click PAY NOW to submit payment.

Credit Card Payments: a 2.5% convenience fee is applied to the total invoice amount.
Electronic Check Payments: a \$0.50 convenience fee is applied to the total invoice amount.

[Pay Now](#)

Payment Details (Convenience Fee And Portal Amount Populated After Payment)

Name *	Total Amount
Invoice - 0000002545	320.00
Case	Convenience Fee
0000002545	—
Contact	Portal Payment Amount
Tamara James	—
Invoice Date	Payment Date
02/10/2025	—

Fee Code Description (Fee Code)	Amount	Quantity
ID card - with JB New	\$10.00	2
JB License New/Issuance	\$300.00	1

39. You'll see the messaging for next steps, based on what license you're applying for and whether it's a new or renewal.
40. At this time, the Licensing team will await fee clearance, approve or deny each employee, and process the case in CRM (our internal licensing database).
41. The license will be issued, and an email will be auto-sent to the email of the person who submitted the application for the business license.

Application Status for License Number JB2027

Block Delete Archive Report Reply Reply all Forward Meeting Zoom Sweep Rules Read / Categorize Unread Flag Policy Print Immersive reader

Application Status for License Number JB2027

JB2027_...39.26.pdf

Brian Eisenberg
To: James, Tamara

JB2027_2.10.2025-3.39.26.pdf
145 KB

Dear Applicant,

Your application has been processed and your license/certificate has been issued. Your new license/certificate number is JB2027 . An electronic copy is attached. Please note, you will NOT be receiving a hard copy in the mail. You can also navigate to your license/certificate document [here](#) and retrieve any Employee Identification Cards or Authorized Purchasing Agent cards (APA) as those documents will not be sent via email.

Recertification is required for renewal of all individual licenses and certificates. Please click here to view [CEU Requirements](#). Please click here to see available [CEU classes](#).

Thank you,
AES Team

Questions? [Contact Us](#)

42. The JB license will be attached to the email, but the user will need to login to the portal to retrieve the ID cards.
43. The new business license will now be listed in your LICENSES section of the portal once logged in.

Licenses

Customer	License Number	License Type	Last Issue Date ↓	Expiration Date	License Status	County
Tamara James	JE2096	Employee ID Card	02/10/2025	02/10/2026	Active	Gadsden
Tamara James	JF2012	Certified Pest Control Operator	02/10/2025	02/10/2026	Active	Leon
Buy Be Gone	JB2027	Pest Control Business	02/10/2025	02/10/2026	Active	Gadsden

44. Select VIEW LICENSE next to the drop-down to see the company information.

License Information

License Type

Pest Control Business

Original Issue Date

02/10/2025

License Number

JB2027

Last Issue Date

02/10/2025

County

Gadsden

Expiration Date

02/10/2026

CATEGORIES (If categories are allowable and active on the license or certificate, they will be listed below.)

Name ↑

Issue Date

License Category Status

Lawn and Ornamental

02/10/2025

Active

Documents

Name ↑

Modified

Employees

02/10/2025 3:34 PM

JB2027_2 10 2025-3 34 18.pdf (144 KB)

02/10/2025 3:34 PM

45. The DOCUMENTS are located at the bottom of the page.

46. Click the JB number to view the JB wall certificate.

47. Click the EMPLOYEES folder to display PDFs of the ID cards.

48. The Case Status will now show as RESOLVED in the Portal.

Bug Be Gone	0000002545	Pest Control Business	New License	Resolved	No	02/10/2025 02:37 PM
-------------	------------	-----------------------	-------------	----------	----	---------------------