

Licensing Portal

Applying for a New Reciprocal License

1. After registering and signing into the portal, select “Apply for New License”, and then choose “Reciprocal” from the dropdown.



2. Click on the “Reciprocity Compatibility Chart” to open and view it. Use the chart to determine whether reciprocity is compatible. If your license category has a “YES” under it, then you’re eligible to continue with the application.

Reciprocal License Application

A screenshot of the 'Reciprocal License Application' form. At the top, there is a blue button labeled 'License Type Selection' with a red arrow pointing down to a red text box. The red text box contains the instruction: 'Please View the [Reciprocity Compatibility Chart](#) prior to application. It is the applicant's responsibility to ensure reciprocity is compatible for the requested state AND category prior to submission'. Below this, there are two input fields: 'License Type' with a magnifying glass icon and 'Reciprocal State' with a dropdown arrow.

3. Click on the magnifying glass to populate the license type.
4. Select the State in the “Reciprocal State” dropdown.
5. Click “Submit”

Reciprocal License Application

A screenshot of the 'Reciprocal License Application' form, showing the next step after the previous one. The 'License Type Selection' button is still present. The red text box with the instruction is still there. The 'License Type' field now contains the text 'Private Applicator' and has a magnifying glass icon. The 'Reciprocal State' dropdown now shows 'IL'. A red arrow points to the 'Submit' button at the bottom left of the form.

6. Enter your out-of-state license for which you're requesting reciprocity.
7. If you have ever held a Florida pesticide license before, enter your Florida pesticide license number as well.
8. Select "Next"

Reciprocal License Application

Reciprocal Information

Applicant Information

Category Selection

Upload Documents

Application Review

Non-Florida License

State of Licensure

IL

License Number

IL123

Expiration Date

03/13/2028

Florida License (If Applicable)

License Number

Expiration Date

MM/DD/YYYY

Next

9. Licensee information will appear prepopulated if the logged in user already has a profile or license.
10. Update any information if needed and click "NEXT".
11. Click on the "Add Category" tab to add the requested categories along with their respective Non-Florida Category equivalents.
12. Select "Next" once all categories have been added.

Reciprocal License Application

Reciprocal Information ✓

Applicant Information ✓

Category Selection

Upload Documents

Application Review

Add Category

Category

Non-Florida Corresponding Category

There are no records to display.

Private Applicator

Previous

Next

Add Category

Category

Non-Florida Corresponding Category

Aquatic Pest Control

Water Rodents

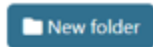
General Standards (Core)

Included in Aquatic Category

13. Select “+ Add files” to upload a copy of your out-of-state license. A copy of both the front and the back of the license is needed.

14. Once uploaded, select “Next”

Upload Documents

There are no folders or files to display.

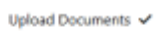
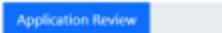
1. Please upload a copy front and back of your out of state license.
2. For Non-Florida residents, a [Designation of Registered Agent form](#) is required to be filed and paid for through the Department of State.

15. Review the application.

16. Check the attestation box and click “Submit”.

Reciprocal License Application

License Type
Private Applicator

State of Licensure (Reciprocal)
IL

License Number (Reciprocal)
IL123

License Expiration Date (Reciprocal)
03/13/2028

License Number (Florida)
—

License Expiration Date (Florida)
—

Category	Non-Florida Corresponding Category
General Standards (Core)	CORE
Private Applicator Agriculture	PV

Applicant Name *
So Rodriguez

Personal Email *
Charles.Peters+drodriguec@fsdca.gov

State *
FL

County *
Lafayette

County (If Other)
—

 ☒ I declare under penalty of perjury that all of the information provided in this application and in any exhibits attached hereto, is true and correct.

17. You will receive a message that your application has been submitted and is under review.

Reciprocal License Application

Your application has been submitted and is under review. You will be receiving an email with further instructions upon approval or denial