

Certificate of Authorization Renewal Notice

All Alabama Certificate of Authorization (COA) Licenses are scheduled to expire on **April 30, 2023**. Please go to www.boa.alabama.gov to renew. The following renewal options are available:

Renew Online: We are pleased to continue to provide online COA renewal [here](#). This application has been designed to be easily navigated with simple on-screen instructions. Online license renewals are encouraged and provide immediate renewal confirmation with numerous options available for payment.

Cost for online COA Renewal: \$78 (\$75 Renewal Fee; Convenience Fee* of \$3)

**Please note the convenience fee is not paid to the Board, but to the online renewal application provider.*

Renew Manually: Download a manual form [here](#), complete, include a check, and mail to the Board office. Licensees who choose to renew manually are especially encouraged to renew at their first opportunity to allow adequate processing time and avoid the log jam as we approach the April 30th deadline. It is recommended that tracking services be utilized for mailed renewals.

Cost for manual COA Renewal: \$75

If you have any questions, comments, or suggestions as you progress through this year's COA renewal process, please contact us [here](#). We thank you for your timely attention to your COA license renewal (only available from March 31, 2023 – April 30, 2023).

Frequently Asked Questions Regarding COA Renewal:

1. What do I need to login to the online renewal application?

You will need your COA number and email address of record. If your email has changed, please contact the Board office [here](#) to update and/or confirm your email address on file. If you do not know your COA number, please see item 2 below.

2. How do I locate my COA number if I don't have it?

Conduct a quick search of your COA number using your firm name [here](#).

3. What do I need to do if I don't intend to renew my COA?

Please click [here](#) to send a notification of intent not to renew your COA. This way, you will receive no additional renewal notices.

4. Why isn't my renewed expiration date reflected after renewing online?

Renewals are imported daily and therefore, it will take 24 hours for the website to reflect the renewed expiration date (or up to 48 hours if renewing over a weekend). In the interim, your online receipt serves as renewal confirmation.

It is also recommended that you clear your browsing history to ensure you are being directed to the most recent and accurate website paths.