

**657—25.2(252J) Issuance or renewal of license—denial.** The board shall deny the issuance or renewal of a license upon the receipt of a certificate from the child support unit. This rule shall apply in addition to the procedures set forth in the Act.

**25.2(1) *Service of denial notice.*** Notice shall be served upon the licensee by certified mail, return receipt requested; by personal service; or through authorized counsel.

**25.2(2) *Effective date of denial.*** The effective date of the denial of issuance or renewal of a license, as specified in the notice, shall be 60 days following service of the notice upon the licensee.

**25.2(3) *Preparation and service of denial notice.*** The executive director of the board is authorized to prepare and serve the notice upon the licensee.

**25.2(4) *Licensee responsible to inform board.*** Licensees shall keep the board informed of all court actions and all child support unit actions taken under or in connection with the Act and shall provide the board with copies, within seven days of filing or issuance, of all applications filed with the district court pursuant to the Act, all court orders entered in such actions, and any withdrawal certificates issued by the child support unit.

**25.2(5) *Reinstatement following license denial.*** All board fees required for application, license renewal, or license reinstatement shall be paid by licensees before a license will be issued, renewed, or reinstated after the board has denied the issuance or renewal of a license pursuant to the Act.

**25.2(6) *Effect of filing in district court.*** In the event a licensee files a timely district court action following service of a notice, the board shall continue with the intended action described in the notice upon the receipt of a court order lifting the stay, dismissing the action, or otherwise directing the board to proceed. For purposes of determining the effective date of the denial of the issuance or renewal of a license, the board shall count the number of days before the action was filed and the number of days after the action was disposed of by the court.

**25.2(7) *Final notification.*** The board shall notify the licensee in writing through regular first-class mail, or such other means as the board determines appropriate in the circumstances, within ten days of the effective date of the denial of the issuance or renewal of a license and shall similarly notify the licensee if the license is issued or renewed following the board's receipt of a withdrawal certificate.

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