

**701—24.13(272D) Requirements of the licensing authority.**

**24.13(1) *Records.*** A licensing authority shall collect and maintain records of its licensees. The records shall be made available to the unit so that the unit may match to the records the names of persons with any liabilities placed with the unit for collections. The records must be submitted in an electronic format and updated on a periodic basis and must include, at a minimum, the following:

- a. The licensee's first and last names.
- b. The licensee's current known address.
- c. The licensee's social security number.

**24.13(2) *Certificate of noncompliance.*** Upon receipt of a certificate of noncompliance, a licensing authority shall initiate its existing rules and procedures for the suspension, revocation, or denial of issuance or renewal of a license to a person.

**24.13(3) *Notice.*** The licensing authority shall provide to a person notice of intent to suspend, revoke, or deny issuance or renewal of a license under the provisions of Iowa Code section 272D.3. The notice shall be effective 30 days following the provision of notice to the person and shall state at a minimum all of the following:

- a. That the licensing authority has received a certificate of noncompliance from the unit and intends to suspend, revoke, or deny issuance or renewal of the person's license;
- b. That the person must contact the unit to schedule a conference or to otherwise obtain a withdrawal of a certificate of noncompliance;
- c. That the licensing authority will revoke, suspend or deny the person's license unless a withdrawal of certificate of noncompliance is received from the unit within 30 days from the date of the notice;
- d. That in the event the licensing authority's rules and procedures conflict with the additional rules and procedures under this chapter, the rules and procedures of this chapter shall apply;
- e. That mistakes of fact in the amount of the liability owed and the person's identity may not be contested to the licensing authority; and
- f. That the person may request a district court hearing as outlined in subrule 24.10(3) "d."

**24.13(4) *Withdrawal.*** Upon receipt of a withdrawal of a certificate of noncompliance from the unit, the licensing authority shall immediately reinstate, renew, or issue a license if the person is otherwise in compliance with the licensing authority's requirements.

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