**REGISTERED WASTE TIRE COLLECTOR RENEWAL NOTICE**

In Florida Department of Environmental Protection’s (DEP) ongoing effort to go paperless, Waste Tire Collector Registration Applications and Annual Reports are being submitted electronically. Please submit your 2024 renewal using the DEP Business Portal. Waste Tire Collector Registration Renewals and Annual Report are due by **March 1, 2024**.

If it is your first time accessing the portal, you will need to ‘**Register**’ at [http://www.fldepportal.com/account/register.](http://www.fldepportal.com/account/register) To access the portal for electronic submission, please go to [http://www.fldepportal.com/go/apply-getlicensed/.](http://www.fldepportal.com/go/apply-getlicensed/) Please select ‘I would like to apply to get licensed for: **Waste Tire Collector**’. If you have ever registered as a waste tire collector, either on-line or by paper, you are considered a renewal. You will need to enter your WACS ID # on the Business Information screen.

When renewing your registration online, please verify the information that we have on file for you company and your vehicles. If any information needs to be changed, you may update it through the portal. You will need to scan or take a picture of a **current copy of each vehicle registration** to upload during the online registration process. A list of Frequently Asked Questions (FAQ’s) for registering online has been enclosed for your convenience.

When completing the Waste Tire Collector Annual Report through the portal, please include used tires in the waste tire quantity. Please report waste tire quantities in **tons** (assume 100 passenger tires per ton or 10 tires per cubic yard).

If your registration renewal is submitted online by March 1, 2024, you will receive your decal(s) within 14-21 days after your submission has been deemed complete and accepted.

Please note: You are responsible for verifying all information, which is shared with a variety of agencies, including law enforcement officials. If you have questions about the registration renewal or the annual report, or need additional rules or forms sent to you, please contact the Division of Waste Management, Hope Thigpen by phone at (850) 245-8798, or by email at **hope.thigpen@floridadep.gov**

## PAPER SUBMITTAL OPTION:

Enclosed is a Waste Tire Collector Registration Application and Waste Tire Collector Annual Report, for your convenience. Waste Tire Collector Registration Renewals and Annual Reports are due by **March 1, 2024**. Please complete the Waste Tire Collector Registration Application and Annual Report for your company and please include a copy of your CURRENT motor vehicle registration for each vehicle you are registering.

**Please sign both forms** and send your annual report, registration application (with additional sheets as necessary), vehicle registrations, and fees all together to the following address by **March 1, 2024**:

Florida Department of Environmental Protection Division of Waste Management/Waste Tires

2600 Blair Stone Road, MS 4550

Tallahassee, Florida 32399-2400

Please make check or money order payable to the

## Florida Department of Environmental Protection.

We will send your new decals before the current ones expire, **if, by March 1st, we receive:**

1. **Your completed and signed Waste Tire Collector Registration Application,**
2. **Your completed and signed Annual Report,**
3. **The fee of $35.00 per vehicle registered,**
4. **Current vehicle registrations for each vehicle you are requesting decals for, AND**
5. **The Federal Employer Identification Number (FEID) of Collector. If you do not have an FEID number, please submit a copy of your driver’s license.**

Electronic submissions will receive first priority for registration processing.