

## **Officials licence renewal process**

Approximately 2 months before the licence expires, a form will be sent out from the ASA together with the renewal form.

The form needs to be completed and returned to the ASA together with a new photograph. The photograph can be submitted online.

There is a renewal fee of £5.00 and this will need to be submitted together with your application form.

Officials will need to ensure that they have attended the 2009 FINA update and Contemporary Issues modules before renewing the licence. Attendance at these modules is being recorded centrally and will be checked before renewal can take place.

Following the renewal process, a new licence card will be issued. This will be valid for 4 years from the date at which the current licence expires.

Do not try and renew a licence before receiving notification.

*Issued September 2010*