

# Swimming Pool Registration Renewal Guidelines

**Before calling...have you reviewed the step-by-step instructions at the link below?**

Click here: [ONLINE RENEWAL INSTRUCTIONS](#)

***We experience high call volumes during renewal. Please only call once and leave a detailed message with your name, phone # and facility name. It may take a few days for a return call.***

- Renewals are due by April 30<sup>th</sup> each year. You are still required to renew annually even if you are closed due to Covid-19.
- Invoices and/or bills are no longer mailed to you for renewal. Renewal information is emailed.
- Registration renewal and fee (**\$35 for each** swimming pool, spa, waterslide, etc. that is required to be registered at the facility). **All registration fees are non-refundable.**

**The fastest way to get your registration is to renew online.**

- To renew, do one of the following. Best practice is to renew online.
  1. If you have not already done so, create an A&A account and be sure you are linked to your facility. Renew and pay online at:  
<https://idph.iowa.gov/regulatory-programs/swimming-pools> -or-
  2. Complete a paper renewal. Be sure to use the **Renewal Form** and not the registration form. **Using an incorrect form will create delays and it will be returned to you for the correct form.**

The paper **Renewal Form** can be found on our website at:

<https://www.idph.iowa.gov/swimmingpoolsandspas/registration/new>

- Checks received without a renewal form and/or no identifying information for which facility they are for will be returned.
  1. If you are sending a check to pay for a renewal completed online, it must have one of the following accompany it:
    - A printed bill from our online site. This identifies the facility and the facility # so the payment can be properly applied.
    - Include a note or write the 7-digit facility # (i.e. SP00-000) on the check.
  2. If you are sending a check to pay for a renewal that has **NOT** been completed online, it must be accompanied by a renewal form (see above).

Online services: <https://idph.iowa.gov/regulatory-programs/swimming-pools>

Bureau homepage: <https://www.idph.iowa.gov/swimmingpoolsandspas>

Online support team for licensing portal: 1-855-824-4357

Help to reset a user name or password: 1-800-532-1174