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 30th 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