

**21—7.2 (159,252J,272D) Collection procedures.** The following procedures shall apply to actions taken by the department on a certificate of noncompliance pursuant to Iowa Code chapter 252J or 272D.

**7.2(1)** The notice required by Iowa Code section 252J.8 or 272D.8 shall be served upon the applicant, licensee, or permit holder by restricted certified mail, return receipt requested, or personal service in accordance with Iowa Rule of Civil Procedure 1.305. Alternatively, the applicant, licensee, or permit holder may accept service personally or through authorized counsel.

**7.2(2)** The effective date of revocation or suspension of a license or permit or the denial of the issuance or renewal of a license or permit, as specified in the notice required by Iowa Code section 252J.8 or 272D.8, shall be 60 days following service of the notice upon the licensee, permit holder, or applicant.

**7.2(3)** Applicants, licensees, and permit holders shall keep the department informed of all court actions. Applicants, licensees and permit holders shall also keep the department informed of all child support recovery unit actions taken under or in connection with Iowa Code chapter 252J or of all centralized collection unit actions taken under or in connection with Iowa Code chapter 272D. Copies shall be provided to the department, within seven days of filing or issuance, of all applications filed with the district court pursuant to Iowa Code section 252J.9 or 272D.9, all court orders entered in such actions, and withdrawals of certificates of noncompliance by the child support recovery unit or withdrawals of certificates of noncompliance by the centralized collection unit.

**7.2(4)** All departmental fees for applications, license renewals or reinstatements must be paid by the applicant, licensee, or permit holder before a license will be issued, renewed or reinstated after the department has denied the issuance or renewal of a license or has suspended or revoked a license or permit pursuant to Iowa Code chapter 252J or 272D.

**7.2(5)** If an applicant, licensee, or permit holder timely files a district court action following service of a department notice pursuant to Iowa Code sections 252J.8 and 252J.9 or 272D.8 and 272D.9, the department shall continue with the intended action described in the notice upon receipt of a court order lifting the stay, dismissing the action, or otherwise directing the department to proceed. For the purpose of determining the effective date of revocation or suspension, or denial of the issuance or renewal of a license or permit, the department shall count the number of days before the action was filed and the number of days after the action was disposed of by the court.