

Locating Professional License Records

You can search for Professional License records using the following criteria:

- Last Name
- First Name
- Middle Name
- SSN
- Company Name
- Street Address
- City
- State
- Zip
- License Number

Results include: Full Name, Address, SSN, License State, License Number, License Type, Profession/Board, License Status, Sex, Phone, Issue Date, Expiration Date, Last Renewal Date, and Obtained By.

Quick Start

First, try to find a Professional License record using one or more of the following search techniques:

- 1. Search by Name and State or Company Name and State. If too many records are returned, try adding a City. You can also use a partial first name.**
- 2. Search by Address, City, and State.**
- 3. Search by Social Security Number.**
- 4. Search by License Number, if known. (This will, however, return results for the specified License Number in any of the states for which we have coverage.)**

Choose your result output by marking the appropriate radio button next to **Output Type**.

Formatted HTML provides an interactive web page including hyperlinks to generate reports.

Cut and Paste/Printer Friendly Text (No Reports) provides a web page with plain text, making it easier to copy and paste into a document.

Helpful Search Tips

SEARCH BY LAST NAME

On the **Professional Licenses** Tab within the **Licenses** menu, type the Subject's Last Name in the **Last Name** field, then CLICK on the Search button. If more records are returned than are practical to review, refine your search as described below.

REFINE A NAME SEARCH

Adding criteria, such as first name, middle name or initial, city, state, or ZIP code, refines a search. The more criteria you provide, the more precise (narrow) the results will be.

Keep in mind that some records may not contain a middle name or initial, so providing one could eliminate records you may want included.

SEARCH BY COMPANY NAME

On the **Professional Licenses** Tab [within the Licenses menu](#), type the Company Name in the **Company Name** field, then CLICK on the Search button. If more records are returned than are practical to review, refine your search as described below.

SEARCH BY ADDRESS

On the **Professional Licenses** Tab within the **Licenses** menu, type the Address, City, and State in the appropriate fields, then CLICK on the Search button. This returns records using that SSN.

SEARCH BY SOCIAL SECURITY NUMBER

On the **Professional Licenses** Tab within the **Licenses** menu, type the Social Security Number in the appropriate field, then CLICK on the Search button. This returns records using that address. If more records are returned than are practical to review, refine your search as described below.

SEARCH BY LICENSE NUMBER

On the **Professional Licenses** Tab [within the Licenses menu](#), type the License Number in the License Number field, then CLICK on the Search button. (This will, however, return results for the specified License Number in any of the states for which we have coverage.) If more records are returned than are practical to review, refine your search as described below.

NARROW LIST OF RESULTS

If your search returns a long list of results, we recommend adding the following criteria, if known, in this order:

1. **First Name or First Initial** - If you are not sure of the entire first name, type an initial or the first few letters in the **First Name** field.
2. **State** - Entering a state narrows the results to subjects living in that state.
3. **City** - Entering a city, in addition to the state, further narrows the results to subjects living in the specified city and state.
4. **Middle Name or Initial** - If your results return multiple listings with the same first and last name, add the Subject's middle name or initial. Remember that some records do not contain middle names or initials and will be excluded.

EXPAND LIST OF RESULTS

If too few or no results are returned, loosen the criteria by removing the most precise or uncertain criteria (e.g., middle name or initial or city).

FIND A RECORD IN THE DISPLAYED LIST

Identify the number of unique records by examining the information listed. Examine the records to determine if the displayed information fits what is known about the Subject.