

Request a Certification or Verification

Certifications of Licensure include the licensee name, license number and status, license issuance date and expiration date, and method of licensure and disciplinary action, if applicable. The certifications also include the Department seal and official signature. **If you are applying for licensure in another state, you should request an Illinois certification, which requires the fee as listed below.**

Certifications must be requested by mail.

Please submit your request in writing to:
Illinois Department of Financial and Professional Regulation
Division of Professional Regulation
320 West Washington Street, 3rd Floor
Springfield, Illinois 62786

Please include your name, address, license number, social security number, date of birth, and the name and address of the State Board where you want the certification sent, along with the required fee listed below.

Certification fees in the form of a check or money order payable to the Department of Financial and Professional Regulation must be submitted with your request. The fees are as follows:

Profession Fee:

All Certifications (excluding the professions listed below) \$20

Exceptions:

- Real Estate Professions, including Appraisers, Auctioneers and Home Inspectors \$25
- Loan Originators \$25
- Medical Corporations (no fee)
- Professional Service Corporations (no fee)

Verifications of Licensure may be obtained from the License Look-up page of this Web site. The verification (or license look-up) information includes the licensee name, license number and status, city and state, license issuance date and expiration date, and disciplinary action indicator. There is no fee for this service. If you are unable to find the licensee information from the License Look-up page, you may contact the Department in writing at the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation, 320 West Washington Street, 3rd Floor, Springfield, Illinois 62786. The printout generated from the License Look-up is the only format used by the Department to respond to requests for license verifications. License Look-up has been approved for use as a primary source for verification by the Joint Commission of Accreditation of Healthcare Organizations and the National Committee for Quality Assurance.