

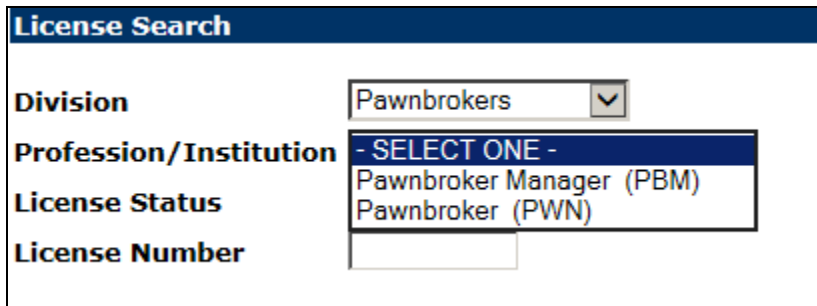
Pawnbroker Lookup and Electronic License Instructions

Updated 3-14-16

The Illinois Department of Financial and Professional Regulation (IDFPR) is implementing a new electronic license process and will no longer issue paper renewal notices and licenses. In the near future, there will be a process for accessing your license electronically and printing it on your own. If your Practice Act requires that you display your license in your place of business or requires you to carry a pocket license, the Department will not hold you to those requirements until such time as the Department notifies you that the new electronic license system is operational.

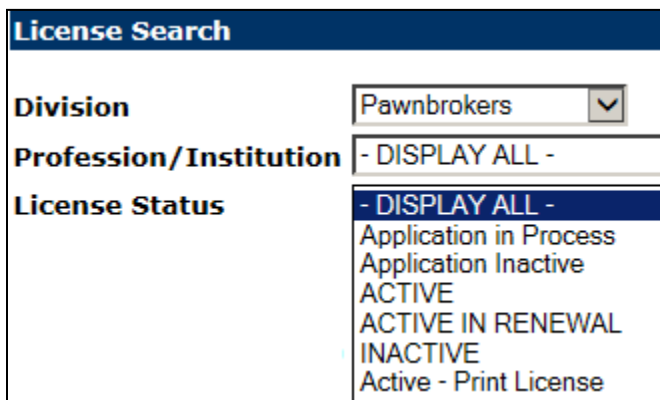
Follow the steps below to verify a license and provide proof of licensure:

1. Go to <http://www.obrelookupclear.state.il.us/default.asp?Division=21&status=3>
2. Make sure the 'Division' dropdown has 'Pawnbrokers' selected.
3. Select either 'Pawnbroker Manager (PBM)' or 'Pawnbroker (PWN)' on the 'Profession/Institution' dropdown.



The screenshot shows a web form titled "License Search". It has four fields: "Division", "Profession/Institution", "License Status", and "License Number". The "Division" dropdown is set to "Pawnbrokers". The "Profession/Institution" dropdown is open, showing options: "- SELECT ONE -", "Pawnbroker Manager (PBM)", and "Pawnbroker (PWN)". The "License Status" field is empty.

4. Select the desired options from the 'License Status' dropdown.



The screenshot shows the same "License Search" form. The "Division" dropdown is still "Pawnbrokers". The "Profession/Institution" dropdown is now set to "- DISPLAY ALL -". The "License Status" dropdown is open, showing options: "- DISPLAY ALL -", "Application in Process", "Application Inactive", "ACTIVE", "ACTIVE IN RENEWAL", "INACTIVE", and "Active - Print License".

Tip: If you can't find your license under 'Active' try 'Active in Renewal' for those renewals that are still processing. For any licenses that have just been renewed and processed, go to 'Active-Print License' on the 'License Status' dropdown.

5. You can then do an additional filter by entering in text in the fields below and click 'Search' to display the results.

Business Name/DBA	<input type="text"/>
-or- Name (Last, First)	<input type="text"/> , <input type="text"/>
City, State Zip	<input type="text"/> - DISPLAY ALL - <input type="button" value="v"/>
County	- DISPLAY ALL - <input type="button" value="v"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/>	

6. You can click on the hyperlink in the 'Name' field to expand the licensee information.

1 records were found matching your selection criteria.				
Name	City	County	Status	Phone Number
Pawnbroker Inc.	Chicago	Cook	ACTIVE	312-555-5555

7. The top of the page will display the public address and mailing address.

Name and Address	
Name	Pawnbroker Inc.
Public Address	Pawnbroker Inc. 123 Main Street Chicago, IL 60601
Mail Address	Pawnbroker Inc. 123 Main Street Chicago, IL 60601

The bottom of the page will display the information fields below.

License and Registration Information	
License Number	Business Type
PWN.1234567	CORPORATION - GENERAL BUSINESS

First Issuance Date	License Effective Date	Expiration Date	Status
01/31/2012	07/01/2015	06/30/2017	ACTIVE

County Sheriff's Phone #	County	Website	Managing Broker / Managed Pawn Shop
(312) 603-6444	Cook	N/A	PBN.0000123 Jane Doe

8. You can print a copy of this license page if proof of licensure is needed. In the near future, there will be a process for accessing your license electronically and printing it on your own.