



IDFPR Application Checklist

The Illinois Department of Financial and Professional Regulation (“IDFPR”) is committed to reviewing applications for licensure as soon as possible.

To help ensure applications are reviewed - and qualified applicants are approved - without delay, we ask that applicants review this checklist before submitting their application.



Submit the Correct Application

- New Application**- For professionals who have never been licensed in Illinois.
- Reinstatement / Restoration**- You have been licensed in Illinois before but need to reinstate or restore your license to active status.
- Endorsement / Reciprocity**- For professionals who are licensed in another state and seek licensure in Illinois.
- Renewal**- Applicants with an Illinois license(s) who must renew their license to remain in active status.



Please mail paper applications to the PO Box noted on your application.



Keep your contact information up to date so we can reach you if needed.



Ensure that you have filled out your application entirely and that it's legible.



Make sure your payment is for the correct amount, signed, and made out to IDFPR.



If you apply online, log back in to check for deficiencies.

Call **1-800-560-6420** for account assistance.



If renewing, submit your application as soon as possible and include all required continuing education.



Submit all required documentation with the application packet.



If submitting payment separate from application, include a brief letter that details your:

- Name**
- Date of Birth**
- Type of License** (applied for or license number)
- Date Your Application was Submitted**
- Contact Information**
- Deficiency Notice** (if applicable)



For applicants with Past Personal History (PPH), follow the instructions for providing the appropriate documents and expect additional time for review.