



Illinois Department of Financial and Professional Regulation

Division of Professional Regulation

FAQs for Licensees

1. **When does my license expire?** You can find your license expiration date by using [License Lookup](#).
2. **How do I renew my license?** You can check whether your license is currently in renewal and find information about renewal on the Department's [website](#). You will be able to renew your license approximately two (2) to three (3) months prior to the expiration date shown on your license.
3. **How do I change my address?** If you are licensed by the Department, you may change your address on the Department's [website](#). Illinois law requires licensees to maintain a current address.
4. **How do I notify the Department of a name change?** Name changes cannot be completed via this online process. If your name has changed, you must submit a written notice to the Department with documentation of the name change (marriage license, court order, or divorce decree). For a copy of this written notice please click [here](#).
5. **What is the difference between a non-renewed and inactive license?** A non-renewed license is a license that has not been renewed or placed on inactive status. An inactive license is a license that has been placed on inactive status by the licensee, usually at renewal time. Typically, you do not have to pay lapsed renewal fees if your license is placed on inactive status. If a license is non-renewed or inactive for a certain number of years, it may be necessary to submit a restoration application and additional documentation, depending on the profession.
6. **How do I request verification or certification of my Illinois license?** You may verify the status of Illinois licensees on the [License Lookup](#) page of this web site. License Look-up information includes the licensee's name, license number and status, city and state, original date of licensure, license expiration date and disciplinary action indicator. The Joint Commission of Accreditation of Healthcare Organizations and the National Committee for Quality Assurance has approved License Lookup as a primary source for verification. Certifications must be requested by mail. Detailed certification information is available by clicking on [Request a Certification or Verification](#).
7. **Am I required to display my license?** You should check your individual professional act and rules, available on your profession's [page](#), to determine whether you are required to display your license. The [Truth in Health Care Professional Services Act](#) also addresses display of licensure/name badges for health care professionals.
8. **Am I required to self-report any occurrences or convictions?** You should check your individual professional act and rules, available on your profession's [page](#), to determine whether you are required to self-report any occurrences or convictions. *This list is not exclusive.*
 - **Physicians** are required to submit an [adverse occurrence report](#) for certain adverse actions and judgments as set forth in the [Medical Practice Act](#).
 - **Dentists** are required to submit an [adverse occurrence report](#) in certain circumstances.
 - **Nurses** are required to self-report certain adverse actions, surrenders of licensure or authorizations to practice in other jurisdictions, and certain surrenders of membership on any nursing staff or association as set forth in 225 ILCS 65/70-5(b)(16) and (17) of the [Nurse Practice Act](#) and can do so by submitting a [Nursing Adverse Final Action Reporting Form](#).
 - **Nursing Home Administrators** are required to self-report certain adverse actions, surrenders of licensure or authorizations to practice in other jurisdictions, and adverse judgments, settlements, or awards as set forth in the [Nursing Home Administrators Licensing and Disciplinary Act](#) and can do so by submitting an [adverse action report](#).
 - **Clinical Psychologists** are required to self-report certain adverse actions as set forth in the [Clinical Psychologist Licensing Act](#) and can do so by writing a letter to the Department outlining the action, directed to the Department's Complaint Intake Unit.

- **Pharmacists and pharmacy technicians** are required to submit a [Pharmacy Personnel Termination Report](#) in certain circumstances and are required to report certain adverse final actions as set forth in the [Pharmacy Practice Act](#).
- **Podiatrists** are required to self-report certain adverse actions as set forth in the [Podiatric Medical Practice Act](#) and can do so by writing a letter to the Department outlining the action, directed to the Department's Complaint Intake Unit.
- **Canine handlers, fingerprint vendors, firearm instructors, locksmiths, permanent employee registrant card holders (PERCs), private alarm contractors, private detectives, and private security contractors** are required to:
 - submit a [Thirty Day Arrest & Conviction Reporting Form](#) in certain circumstances;
 - report certain settlements or verdicts as set forth in 225 ILCS 447/40-10(a)(28) of the [Private Detective, Private Alarm, Private Security, Fingerprint Vendor, and Locksmith Act of 2004](#) and can do so by writing a letter to the Department outlining the action, directed to the Department's Complaint Intake Unit; and
 - report certain discharges of weapons and can do so by completing a [Weapons Discharge Report Form](#).
- **Cemetery authorities, cemetery managers, and customer service employees** are required to report:
 - Certain settlements or final judgments as set forth in 225 ILCS 411/25-14(a) of the [Cemetery Oversight Act](#); and
 - any violations of the [Cemetery Oversight Act](#).

DISCLAIMER: The above questions and answers are provided for general information only and may not be completely accurate in every circumstance, do not purport to be legal advice, and are not intended to be legally binding on the Department in a particular case. Questions involving interpretation of the law and your legal rights and obligations should be addressed to your lawyer.