STATE OF ILLINOIS
ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION
DESIGN PROFESSION: _REQUEST FOR EXAM/LICENSE CERTIFICATION_

This information is applicable only for the below professions:

- Architecture
- Land Surveyor
- Professional Engineer
- Structural Engineer

CERTIFICATION OF LICENSURE:

Each certification will include: the licensee name, license number, current license status, license issuance and expiration date, method of licensure and any discipline information.

PLEASE BE ADVISED:

- There is a $20 fee required for <u>each</u> license certification requested.

- The online certification process is used by over 300 professions regulated by the Department. Design profession certifications are processed in a unique way that is not specifically mentioned on the website. **Please use the below information when completing your request.**

- When requesting a certification to be sent to another jurisdiction, NCEES or NCARB, **do not contact NCEES or NCARB for the email address to use.** Leave the recipient email address field **blank** and select the appropriate option from the **drop down list.**

- When you complete your request, a license notification will be sent to your email address, typically within an hour of your request. **This is not the official certification that will be sent by Department staff.**

- Any exams taken under the Illinois jurisdiction will be added to the **official** certification and sent to the requested recipient by DPR staff. It may take several days to retrieve the exam score information, compile and transmit to the requested recipient.

- All certifications will be sent electronically unless a jurisdiction does not accept electronic submissions.

- For questions, please contact the Department at 217.524.3210.

To request a certification, log into or create an account on the Department's Online Portal:

https://online-dfpr.micropact.com/

VERIFICATION OF LICENSURE:

A verification of active licensure may be obtained, free of charge, from the License Look-up page of the Illinois Department of Financial and Professional Regulation website: **https://online-dfpr.micropact.com/lookup/licenselookup.aspx**

Note: This verification will not contain exam score & date information.