



Illinois Department of Financial and Professional Regulation

Office of the Secretary

JB PRITZKER
Governor

DEBORAH HAGAN
Secretary

How to Get a License if you are a Military Service Member or Their Spouse?

STEP 1

- Gather your documents:
 - Proof of your assignment to a duty station in Illinois or proof that you have or will, within 6 months, establish legal residence in Illinois
 - Proof of your or your spouse's active military status: DD214, Letter of Service signed by Unit Commanding Officer, or Proof of Service document from the Servicemember's electronic personnel portal
 - Proof for Spouses: Military Permanent Change of Station Orders with the spouse identified by name; Official Notification of Change of Assignment with your marriage license, a certified DD1172 verifying marital status, or a letter signed by the commanding officer verifying change of assignment and the name of the military spouse
- Note: *Service Member means any person who, at the time of application, is an active duty member or whose active duty service concluded within the preceding (2) two years before application.*

STEP 2

- Review the licensing requirements and application for your profession by visiting the Department's website.
- As part of your application you may be required to submit documentation or information from third parties such as certified transcripts, test results and/or fingerprint background checks. Please note it can take several weeks for information from third parties to be received by the Department so please start early.

STEP 3

- If available for your profession, create an online account and submit an online application here: <https://filesonline.idfpr.illinois.gov/DFPR/Default.aspx> For some professions you may need to download a paper application and submit by mail. With all applications you will need to submit all required forms or documents and pay all required fees.
- As part of your application, be sure to check the applicable box to indicated that you are a Military Service Member or Spouse and be sure to provide one of the documents mentioned in Step 1.

Have questions or need help? Contact IDFPR's military liaison: FPR.MilitaryLicense@illinois.gov

The liaison will work with you and your military installation's military and family support center to help you through the licensing process. Our liaison is here to ensure your application is reviewed within 60 days of our receipt of all required documents.