

## Frequently asked questions about contractor registrations

- **Can I list a business as the owner?** Yes, but you must submit a completed Disclosure of Business Owners form to [DLI.register@state.mn.us](mailto:DLI.register@state.mn.us).
- **What do I do if I the structure of my business changes?** You must apply for a new registration.
- **How long will it take for my registration to be issued?** Approximately 2-3 business days for well-prepared application. During peak renewal periods, October to December on the odd-number year, it may take up to 30 days.
- **What should I do if my business contact information changes?** Submit a completed Business/Contractor Name Change form to [DLI.register@state.mn.us](mailto:DLI.register@state.mn.us).
- **Why isn't IMS recognizing my email?** As IMS is a new database you will first need to register as a new user and set a password, located on the login page. You will then need to check your email and verify your account.
- **Is there a paper application?** No, the applications are submitted electronically.
- **Do I need a license or a registration to perform commercial work?** Commercial falls under contractor registration if you do not hold a residential license.
- **If I do not have a Social Security number can I use my individual taxpayer identification number (ITIN)?** For ownership information, yes, your ITIN can be used.
- **Can I use a P.O. Box in my business profile?** No, a physical address must be provided. You may enter your P.O. Box in the business mailing section on the contact screen if applicable.
- **Do I need to provide workers' compensation and unemployment information?** If the business has employees, yes.
- **How often will I need to renew my registration?** Each registration renews every two years, by the end of December on the odd number years.
- **What is the purpose of the Contractor Registration Program?** The Contractor Registration Program was created by the legislature to assist us while investigating worker misclassification (treating employees as independent contractors) in the construction industry.
  1. By law, an unregistered subcontractor is presumed to be an **employee** of any contractor that hires them. Hiring an unregistered individual is a violation of law, though the monetary penalty is forgiven for the first violation.

2. Even if your subcontractors are registered, they must meet all the requirements in the [independent contractor test](#) or they will be deemed to be employees of your company even if they operate as a business entity (corporation or LLC) and maintain their own liability and workers' compensation insurance

- **How can I get a copy of my registration certificate?** Visit: <https://ims.dli.mn.gov/ims/>

Select **Continue as a Guest**

Click **Search License/Registration Holders**.

Enter your registration number, click **search**.

Click the blue printer icon -top right corner of screen

**Select Contractor Registration Certificate**