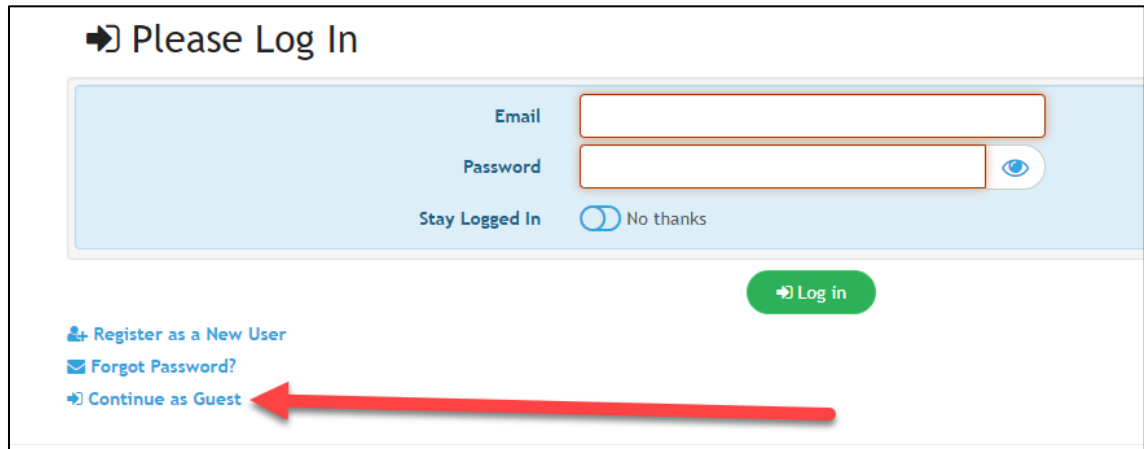


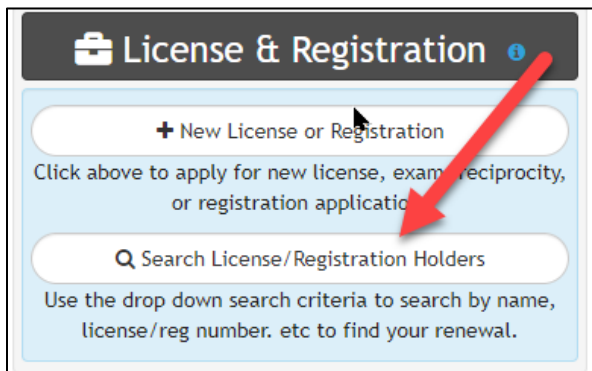
License Lookup Instructions

Use the iMS search feature to find personal and business licenses, bonds, certifications, and registrations issued by DLI. To navigate our license look-up, follow the steps outlined below.

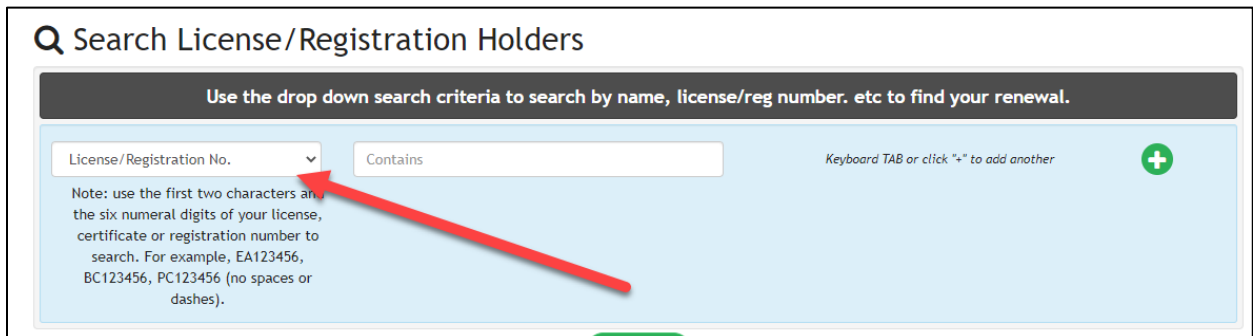
1. From the iMS homepage: <https://ims.dli.mn.gov/ims/Account/Login>
 - a. If you have an iMS Account, login now.
 - b. If you do not have an account and do not wish to create an account, click “Continue as Guest” found in the lower left-hand corner of the iMS homepage.



2. In the License & Registration Tile, click “Search License/Registration Holders”.



3. On the Search Page, click in the drop down menu to review search criteria options.



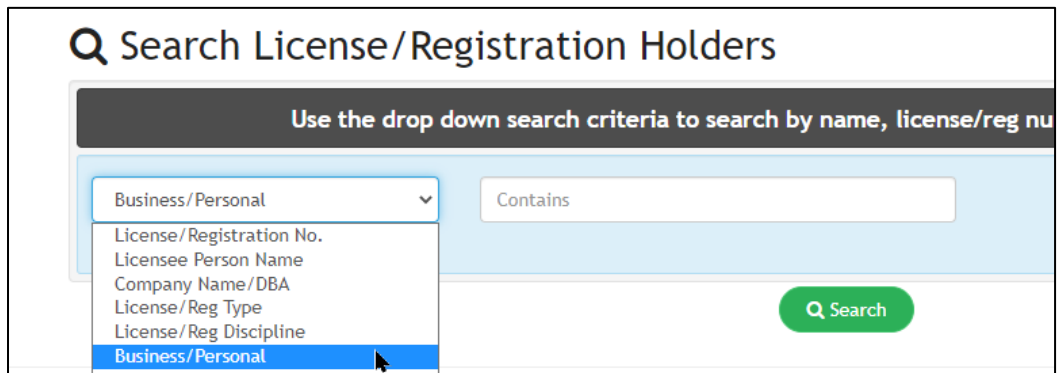
4. Suggested criteria to search by:

a. License Holders

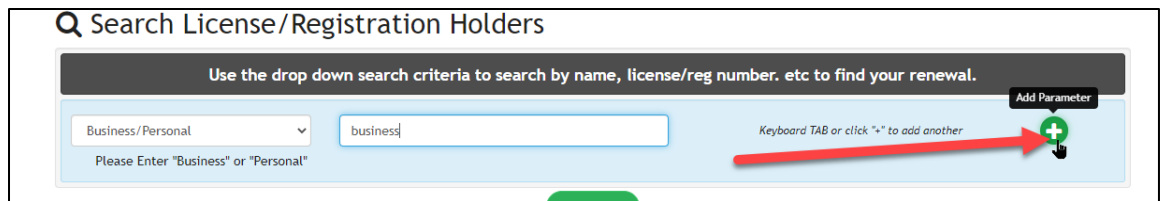
- i. Use options in the search criteria drop down such as “License/Registration No”, “Licensee Personal Name”, or “Company Name/DBA”.
- ii. Note- if you are a personal license holder searching for yourself, please search by “First Name” % “Last Name”. Searching this way will help if you are unsure if your license includes your middle name or middle initial.
 - 1. Ex. John%Smith

b. Non-License Holders (homeowners, public, etc.)

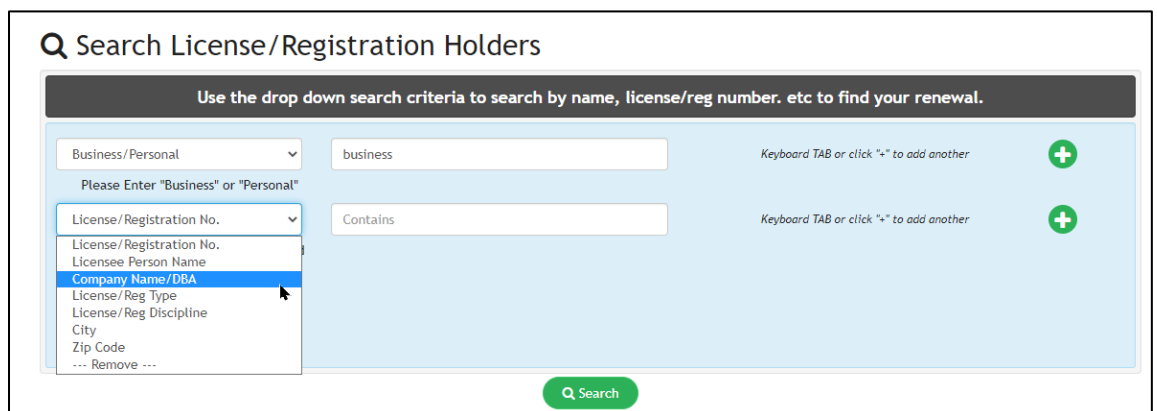
- i. Start with selecting “Business/Personal and then typing in “Business” or “Personal” based on the type of license you are searching by.



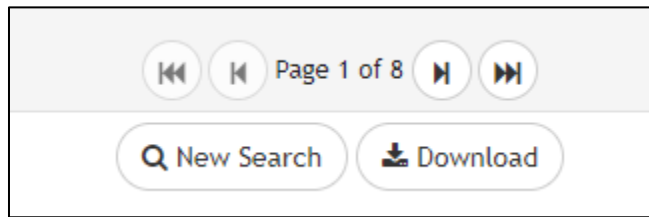
c. Click on the green “Add” icon to add additional search criteria.



d. Click in the search criteria drop down box and select the next search criteria you would like to add based on information you have. (Ex. License/Registration No. if you know the full license number of the business or personal license you are search, OR Company/DBA name if you have the licenses Business name)



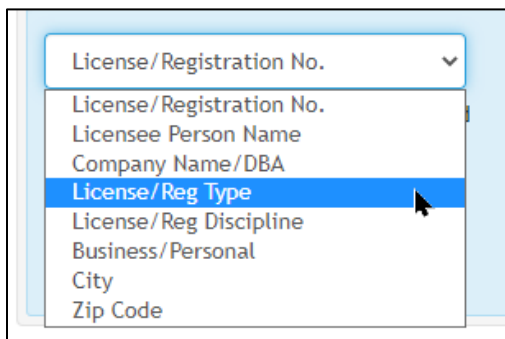
- e. Note- you can continue to add additional search parameters to narrow down your search. If you are ready to search, click “Search”.
- f. Search results will display if results are found. You can page through results if there are many. You can also download the search results and export to an excel file.



Additional License Lookup Help

To ensure you conduct an accurate search, please keep the following in mind:

- If you need to narrow your search down more, use the “License/Reg Type” or License/Reg Discipline” criteria and pick from the drop-down lists to search specific licenses.



- Type in just part of a company name – the search will depend on how the name was entered into our licensing system and will provide you with information on all the license records containing the text you enter, so it’s best to type in the primary part of the name and then filter through the records returned by the search to find the right record.
- All contractor licenses (electrical, plumbing, residential building contractor, remodeler, elevator, HPP, roofer, manufactured homes) are a “business” license even if the contractor is an individual proprietor
- Registered contractors are also considered to be a “business” for search purposes even if the contractor is an individual proprietor.
- A **qualifying person** is required for each **residential building contractor, remodeler, roofer, and manufactured home installer** license. The qualifying person is an owner, officer, or managing employee who has passed the qualifying exam and must maintain the required CE. Qualifying persons are not considered to hold a personal license but are registered and tracked by DLI with a separate number, which is a two-letter prefix beginning with a ‘Q’ followed by six digits.
- **Registered contractors** are not considered to be licensed to perform services for which a license is required. This registration is required for all building construction or improvement contractors performing work in Minnesota. These records all begin with the two-letter prefix “IR.”