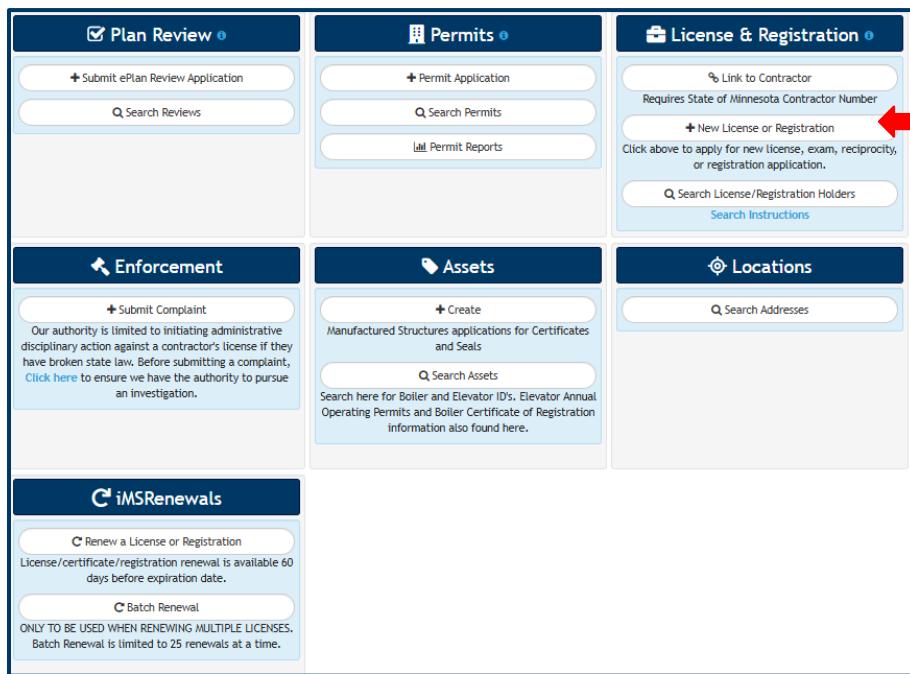
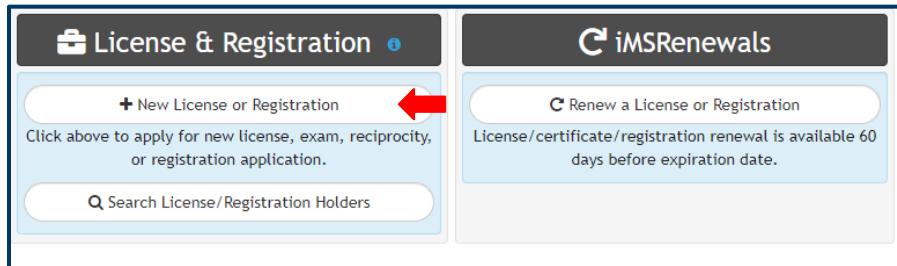


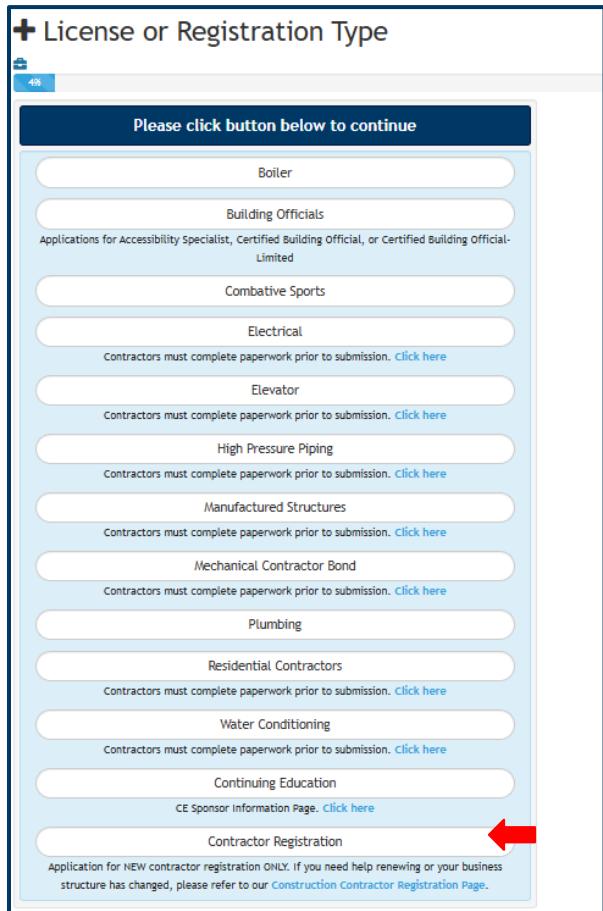
## New contractor registration

Using either the Continue as a Guest method (first image) or by logging in (second image), the user will be routed to the **License and Registration Management** section of [iMS – the agency's online permit and licensing system](https://ims.dli.mn.gov/) (<https://ims.dli.mn.gov/>).

Select **New License or Registration**.



Next, select “**Contractor Registration**” from the application list.



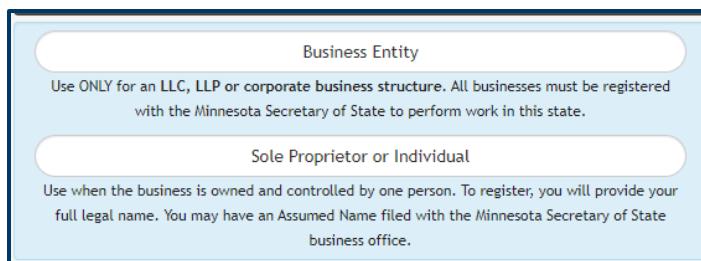
**License or Registration Type**

Please click button below to continue

- Boiler
- Building Officials
- Applications for Accessibility Specialist, Certified Building Official, or Certified Building Official-Limited
- Combative Sports
- Electrical
- Contractors must complete paperwork prior to submission. [Click here](#)
- Elevator
- Contractors must complete paperwork prior to submission. [Click here](#)
- High Pressure Piping
- Contractors must complete paperwork prior to submission. [Click here](#)
- Manufactured Structures
- Contractors must complete paperwork prior to submission. [Click here](#)
- Mechanical Contractor Bond
- Contractors must complete paperwork prior to submission. [Click here](#)
- Plumbing
- Residential Contractors
- Contractors must complete paperwork prior to submission. [Click here](#)
- Water Conditioning
- Contractors must complete paperwork prior to submission. [Click here](#)
- Continuing Education
- CE Sponsor Information Page. [Click here](#)
- Contractor Registration** 

Application for NEW contractor registration ONLY. If you need help renewing or your business structure has changed, please refer to our [Construction Contractor Registration Page](#).

Select entity type: “**Business Entity**” if you have an LLC, LLP or corporation or “**Sole Proprietor or Individual**” if using an assumed name (DBA) or just your first and last name.



**Business Entity**

Use ONLY for an LLC, LLP or corporate business structure. All businesses must be registered with the Minnesota Secretary of State to perform work in this state.

**Sole Proprietor or Individual**

Use when the business is owned and controlled by one person. To register, you will provide your full legal name. You may have an Assumed Name filed with the Minnesota Secretary of State business office.

Accept the Contractor Acknowledgement Statement as shown below to begin the application.

**A Acknowledgement**

Contractor Registration | Business Entity  
15%

I understand and acknowledge that this registration does not authorize the applicant to perform any work for which a change in the information in this application. The Department of Labor and Industry is hereby authorized to independently verify this information.

Next, review the qualifications list. If you answer YES to any of the following questions, you DO NOT need to apply for a registration.

To change to “YES”, tap the “No” button.

The default responses are “NO”

**Qualifications**

Q1	<input checked="" type="radio"/> Yes	The Business Entity holds a current license, certificate, or registration under chapter 299M or 326B
Q2	<input checked="" type="radio"/> Yes	The Business Entity has given a bond to the state under section 326B.197 or 326B.46
Q3	<input checked="" type="radio"/> Yes	The Business Entity is an architect or professional engineer engaging in professional practice as defined in section 326.02, subdivisions 2 and 3
Q4	<input type="radio"/> No	The Business Entity is a school district or technical college governed under chapter 136F
Q5	<input type="radio"/> No	The Business Entity is providing construction services on a volunteer basis, including but not

**Qualifications**

Q1	<input type="radio"/> No	The Business Entity holds a current license, certificate, or registration under chapter 299M or 326B
Q2	<input type="radio"/> No	The Business Entity has given a bond to the state under section 326B.197 or 326B.46
Q3	<input type="radio"/> No	The Business Entity is an architect or professional engineer engaging in professional practice as defined in section 326.02, subdivisions 2 and 3
Q4	<input type="radio"/> No	The Business Entity is a school district or technical college governed under chapter 136F

Select **Next** to move to the next screen.

Next, complete the **Business Information** section.

Please complete the following Business information.  
Your "Legal Business Name" must be Active with the MN Secretary of State and entered as it is registered.  
If you are unsure how your name is registered, please click [here](#) to verify on the Secretary of States website.

**Business**

Business Name \*  Please enter the Legal Business Name of Contractor

DBA Name  Assumed Name If Applicable  
Doing Business as name/assumed name - if applicable

Address \*  PO Box is not acceptable  
Please enter the physical business street address

Unit/Apt/Suite

City \*

State \*  MN

Zip Code \*

Email Address \*

Business Phone \*

Other Phone  Phone number added here will be hidden from DLI's Contractor look up

SSN or FEIN \*  Please enter either a Social Security Number (SSN) or Federal Tax ID Number (FEIN)

Minnesota Tax ID Number

Contact Name

Website

**NOTE:**

- P.O. Boxes are NOT accepted in this section. There is a section on the next screen (Contacts Screen) that will allow for a P.O. Box entry.
- If the business does not have an assumed name (DBA) filed with the Minnesota Secretary of State, leave this field blank.

Select **Next** to move to the next screen.

Next, complete the **Contact** information.

**Applicant**

Name: Individual completing app  
Company Name: If not applicable add "Self"  
Address:  
Unit/Apt/Suite:  
City:  
State: ... SELECT ONE ...  
Zip:  
Email Address:  
Phone Number:

**Business Mailing Address**

Address:  
Unit/Apt/Suite:  
City:  
State: ... SELECT ONE ...  
Zip Code:

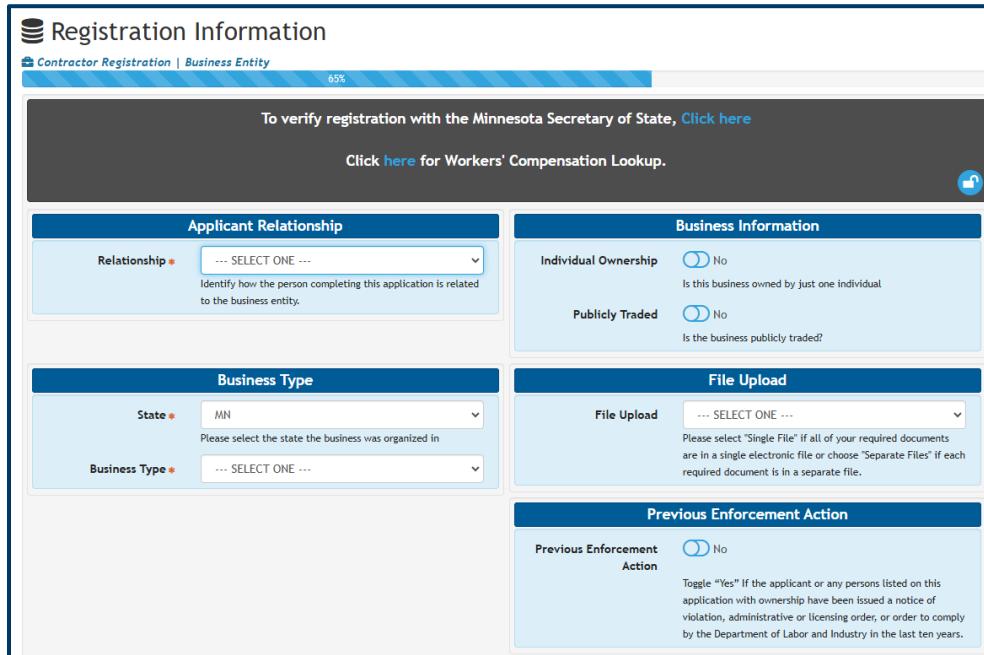
Discard Undo Next

**Applicant section:** Enter applicant full name and contact information.

**Business Mailing Address section:** This is where you enter a P.O. Box if needed.

Select **Next** to move to the next screen.

Next, complete **Registration Information**.



The screenshot shows the 'Registration Information' page of the Minnesota Contractor Registration system. At the top, there are links for 'Contractor Registration' and 'Business Entity'. A progress bar indicates 65% completion. Below the header, there are two informational links: 'To verify registration with the Minnesota Secretary of State, Click here' and 'Click here for Workers' Compensation Lookup'. The main form is divided into several sections:

- Applicant Relationship:** A dropdown menu for 'Relationship' with the placeholder '... SELECT ONE ...'. A note below says 'Identify how the person completing this application is related to the business entity.'
- Business Information:** Two radio buttons for 'Individual Ownership': 'No' (selected) and 'Yes'. A note below says 'Is this business owned by just one individual?'. Another two radio buttons for 'Publicly Traded': 'No' (selected) and 'Yes'. A note below says 'Is the business publicly traded?'
- Business Type:** A dropdown menu for 'State' with 'MN' selected. A note below says 'Please select the state the business was organized in'. Another dropdown menu for 'Business Type' with the placeholder '... SELECT ONE ...'.
- File Upload:** A dropdown menu for 'File Upload' with the placeholder '... SELECT ONE ...'. A note below says 'Please select "Single File" if all of your required documents are in a single electronic file or choose "Separate Files" if each required document is in a separate file.'
- Previous Enforcement Action:** A radio button for 'Previous Enforcement Action' with 'No' selected. A note below says 'Toggle "Yes" if the applicant or any persons listed on this application with ownership have been issued a notice of violation, administrative or licensing order, or order to comply by the Department of Labor and Industry in the last ten years.'

**Applicant Relationship:** Identify the relationship and role of the person completing this application.

**Business Type Section:** The business type selection is imperative to the registration process. If the business type is incorrect, this will not be updated until the next renewal year.

Note: If sole proprietor was selected at the beginning of the application AND the business is structured as an LLC, LLP or Inc., please discard the application. Once in new application, choose Business Entity.

**File Upload:** If you have employees, select “separate” files. If no employees, select “single” file.

**Previous Enforcement Action:** Select “Yes” if the applicant or any persons listed on the application with ownership have been issued a notice of violation, administrative or licensing order or order to comply by the Minnesota Department of Labor and Industry in the past 10 years.

## Registration Information continued:

The screenshot shows a two-column registration form. The left column, titled 'Qualifications', contains five questions (Q1-Q5) with 'No' selected for all. The right column, titled 'Workers Compensation', shows 'No' selected for 'Do you have employees?' and 'Workers' Compensation Policy'. A dropdown menu for 'Applicant Entity' is open, showing options like 'Only independent contractors and no employees'.

**Qualifications section:** A review of previously answered questions.

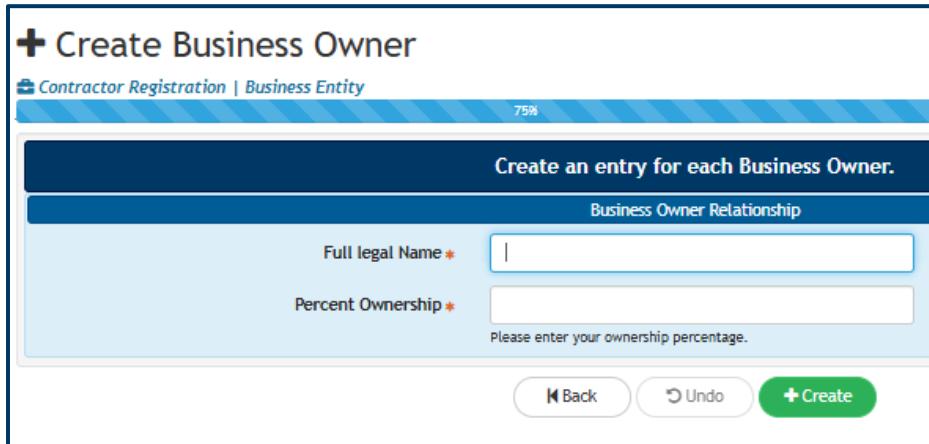
**Workers Compensation section:** If the entity has employees select **Yes** and provide the Unemployment Insurance account number. This number can be obtained by opening an employer account with the Minnesota Department of Employment and Economic development (DEED) by visiting their website or by applying for your state's Unemployment Insurance program (for out-of-state applications). Next, select **Yes** for Workers' Compensation policy. (Image 2).

If the entity is not required to carry workers' compensation insurance and has no employees select **No** and provide the reason you would be exempt from the coverage from the drop-down menu. (Image 3).

The screenshot shows the 'Workers Compensation' section. 'Yes' is selected for 'Do you have employees?' and 'Workers' Compensation Policy'. A red arrow points to the dropdown menu for 'Applicant Entity' (Employed), which lists options like 'Only independent contractors and no employees' and 'Only exempt employees'.

Select **Next** to move to the next screen.

Next, complete the **Business Owner** information.



Contractor Registration | Business Entity

75%

Create an entry for each Business Owner.

Business Owner Relationship

Full legal Name \*

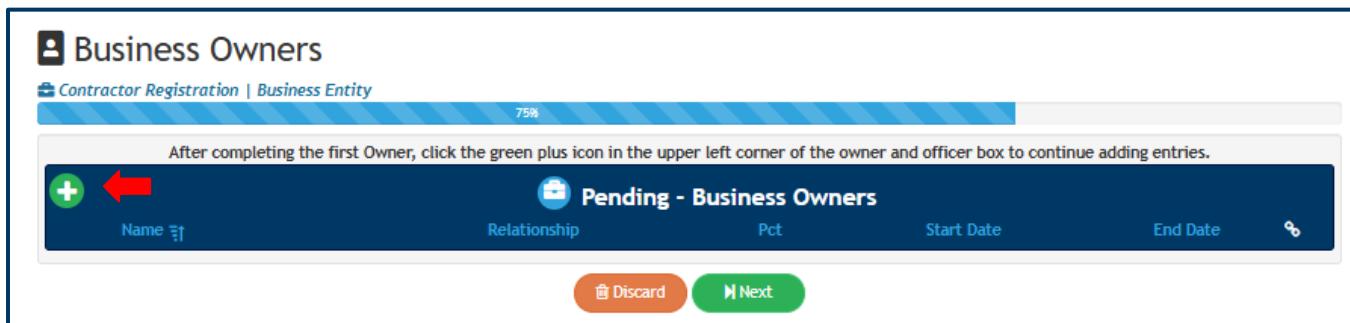
Percent Ownership \*

Please enter your ownership percentage.

Back Undo + Create

After entering the information of the owner, select the **+Create** button. To enter additional owners, select **+** in the upper left corner of the Pending - Business Owners screen (see image below).

Continue this process until all owners have been entered and a minimum of 75% of ownership has been disclosed.



Contractor Registration | Business Entity

75%

After completing the first Owner, click the green plus icon in the upper left corner of the owner and officer box to continue adding entries.

Name	Relationship	Pct	Start Date	End Date	
<input type="text"/> Name	<input type="text"/> Relationship	<input type="text"/> Pct	<input type="text"/> Start Date	<input type="text"/> End Date	

Discard Next

Note: If the business is owned by a parent company, complete the Disclosure of Business Owners, Partners, Officers, and Member form. Once completed, submit this document with your file uploads when prompted. You may also email documents to [dli.register@state.mn.us](mailto:dli.register@state.mn.us)

Select **Next** to move to the next screen.

Next, submit required documentation in the **Document Uploads** section.

## Required documents

- Minnesota Secretary of State filing if doing business under a business name other than your first and last name.
- Minnesota Secretary of State filing if doing business under a DBA or assumed name.

## If applicant has employees

- Certificate of Insurance for Workers' Compensation
- For Unemployment Insurance, submit a Letter of Determination from DEED (if a new business) or DEED Quarterly Statement (for established businesses).

Note: For out-of-state businesses, provide your state's unemployment insurance account information.

If you need to **skip** the document upload section, you may email the required paperwork to [dli.register@state.mn.us](mailto:dli.register@state.mn.us). Please include your application number in the subject line.

Select **Next** to move to the next screen.

Next, review the **Application Summary**.

The screenshot shows the 'Application Summary' page for a 'Contractor Registration | Business Entity'. The page is divided into several sections:

- Business Information:** Shows the business name as 'Business Name LLC', address '1234 Way Street City, MN 55555', email 'businessname@bu...', and phone '(555) 222-9999'.
- Contacts:** Shows an 'Applicant' named 'Joe Smith' with a business mailing address.
- Business Owners:** Shows 'Joe Smith' as the owner.
- Requested Files:** Lists several required documents: 'Certificate of Publication for Assumed Name', 'DEED Quarterly Statement', 'Minnesota Secretary of State Verification Document', and 'Minnesota Worker's Compensation', all marked as checked.
- Files:** Shows a placeholder for uploaded files.
- Registration Information:** Shows business type as 'Limited Liability C...', 'Do you have emplo...' as 'Yes', 'File Upload' as 'Separate Files', 'Individual Ownership' as 'No', 'Publicly Traded' as 'No', and Q1, Q2, Q3 as 'No'.
- Accepted Disclaimers:** Shows an acknowledgement dated '06/13/2024'.
- Bottom Row:** Contains 'Discard' and 'Submit' buttons.

Ensure that all details are correct. To make any changes use the **Edit** icon 

When the application is ready to be submitted, click 

**Note:** Please allow **two to three business days** before checking the status of your application during non-peak times and up to 30 days during the renewal period. If you registered as a user of iMS you will receive updates about your registration application.