

Contractor registration renewals

Contractors that register with the Minnesota Department of Labor and Industry renew their registrations every two years on the odd number year. The renewal window opens 60 days prior to Dec. 31.

When a contract registration is about to expire, iMS – the agency’s online permit and licensing system – sends an email reminder 60 days prior to their expiration date. Users can begin the renewal process by following the links in the email message or [visit iMS here to get started with a renewal](https://ims.dli.mn.gov/) (https://ims.dli.mn.gov/).

Login, create an account or continue as a guest

Once in iMS, log-in or create an account by **Registering as a New User**. You may also select the **Continue as a Guest** option if you do not wish to have an iMS account.

➔ Please Log In

mi DEPARTMENT OF
LABOR AND INDUSTRY

Welcome to the Department of Labor and Industry - Construction Codes & Licensing

For Business and Personal license or registration applications, exam scheduling and renewals:
You may [Continue as Guest](#) or provide an email address and password if you have registered as a user. For Plan Review, Permitting, Inspections or to Submit a Complaint:
You must log in with an email address and password.
If you have not already created an account, please use the "Register as a New User" link below.

Email

Password

Stay Logged In No thanks

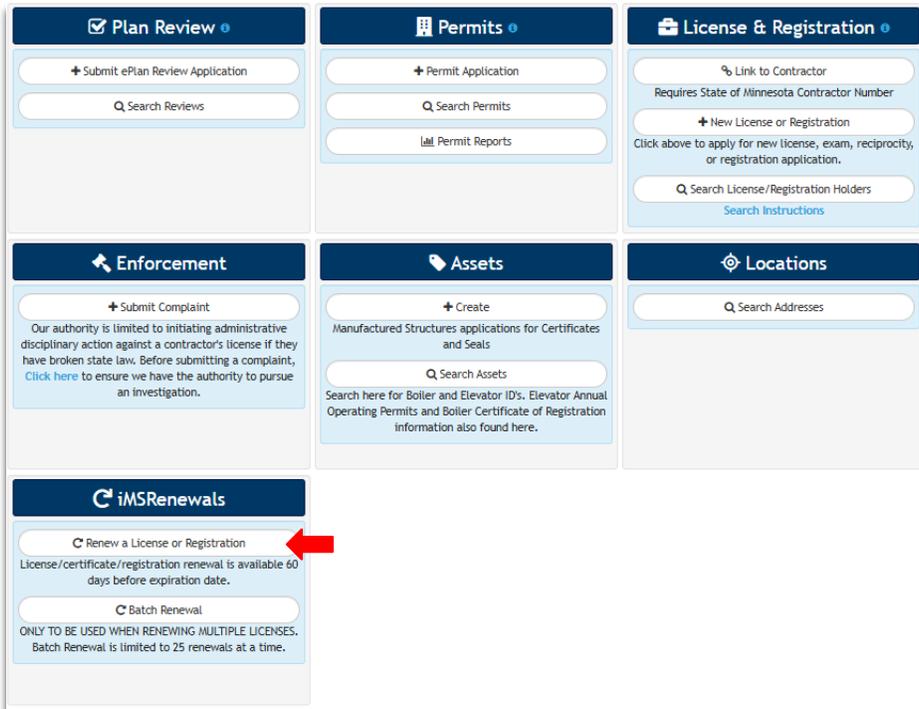
[Log in](#)

[Register as a New User](#)

[Forgot Password?](#)

[Continue as Guest](#)

Next, select **Renew a License or Registration**.



If you do not have the IR number or wish to confirm the information, you may perform a search for the record by selecting **Search License/ Registration Holders**. If you have trouble locating the registration number, **do not** start a new registration application. Contact us at 651-284-5074 or dli.register@state.mn.us to get help retrieving the IR number.

Next, enter the IR number and click **Search**.

Search Pros

Use the drop-down list to select search criteria. To add multiple search criteria, click the green "plus" icon to add more drop-down menus. [Search Instructions](#)

License/Registration No. [contains] Keyboard TAB or click "+" to add another Criterion

Note: use the first two characters and the six numeral digits of your license, certificate or registration number to search. For example, EA123456, BC123456, PC123456 (no spaces or dashes).

Search

Once the record is located, select the **Renew** button in the upper right-hand corner of the screen to begin the renewal application.

m GOVERNANCE OF LABOR AND INDUSTRY

Goto Record #

Contractor Registration | Business Entity

Expired Effective Date: 05/10/2023

Renew

Next, verify the business information and make changes as necessary.

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 **Me**

Business Name *
Please enter the Legal Business Name of Contractor

DBA Name
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: The Federal Employer Identification Number (FEIN)/Social Security Number (SSN) must be an exact match. If mismatched, the system will not allow advancing to the next screen.

Contact dli.register@state.mn.us should you encounter a mismatched FEIN/SSN error message. Attach a tax document to your message showing the correct FEIN/SSN so that a correction to the FEIN/SSN can be made. Please include your registration number in the subject line when submitting your request.

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

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

Upload Application Documents
Contractor Registration | Business Entity

85%

Please upload a single file with a copy of your MN Secretary of State active business filing, Certificate of Workers' Compensation Insurance, and Unemployment Account Number if you have employees. If you do not have the documents, select SKIP. This will delay the application review process.

Choose File No file chosen
Drag and Drop in Some Browsers

File Limitations
Size limited to: 30 MB
Accepted Formats: .JPG, .JPEG, .TIFF, .TIF, .BMP, .PNG, .PDF, .MOV, .DOC, .DOCX

Discard Skip Next

Required documents

- Minnesota Secretary of State filing if doing business is an LLC, LLP or corporate business structure.
- 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 the Minnesota Department of Labor and Industry (DEED) (if a new business) or DEED Quarterly Statement (for established businesses).

Note: For out-of-state businesses, provide your state's unemployment account number in the box provided on the application.

If you need to **skip** the document upload section you may email the required paperwork to dli.register@state.mn.us. Please include your registration number in the subject line.

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

Next, verify the registration information on the **Renewal Review**.

The screenshot shows a web interface titled "Renewal Review" with a breadcrumb trail "Contractor Registration | Business Entity" and a progress bar at 80%. A dark grey notification box contains the text: "Please review the information below. Once you have submitted your renewal application, please allow a minimum of two weeks before contacting the Department regarding the status of your renewal. Renewal applications received after December 1st, may not be processed before the end of the year." Below this is a grid of six sections: "Renewing" (with an edit icon), "Linked Records", "Contacts", "Business Owners", "Reviews", and "Deficiencies". The "Renewing" section lists fields: Legal Business Name, Public Mailing Address, Email Address, Business Phone, and Last Four. Each section has a search icon and a lock icon.

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.