



IDFPR

Illinois Department of
Financial and Professional Regulation

idfpr.illinois.gov

Military, Military Spouse, and Veteran Application FAQ's

The information below is not intended to reflect every circumstance which may be encountered. The information is subject to interpretation by this Department and may change at any time. Submission of an application and military documentation does not guarantee expedited review or licensure. All documents are reviewed on a case-by-case basis.

The Illinois Department of Financial & Professional Regulation has two methods for submission of an application for an eligible service member or service member spouse. There is a military portability method and the standard military expedite method. One method for eligible veterans and their spouses is available. See below for more information.

Do you qualify to apply under either of these methods?

Military Portability applications may only be submitted if you meet all the following conditions:

- You or your spouse have current active duty, Permanent Change of Station (PCS), orders to a station in Illinois. (A copy of the orders must be submitted with the application. Refer to the application for more specific details.)
 - PCS orders dated over 1 year ago must be accompanied by a letter signed by the commanding officer verifying you or your spouse are still stationed in Illinois.
- You have been actively licensed within the prior 2 years, from the date of submission of your application, in the profession for which you are now applying.
- Submit a certification of licensure showing good standing from all jurisdictions where licensed, including where you have been practicing in the prior 2 years.
- Only the specific professions listed on the Reference Sheet located in the application are eligible for this method.
- Fingerprinting for a background check may be requested upon approval for this method. Background checks are determined by your profession's statutory language.
- Note that this option does not apply to veterans or their spouses.
- Licenses issued via the Military Portability Method will only be valid while the service member is on Active-Duty, stationed in Illinois, and through the date of expiration on the license received.

- Renewal of a Military Portability license is only allowed if the service member remains on Active-Duty and stationed in Illinois.
- If the above criteria are not met, the license will be placed in not renewed status upon expiration. If you qualify to renew, you may do so via the online renewal system. After renewal, you will receive a notice to verify current active-duty status at a station in Illinois within 30 days. If verification is not received within 30 days, the license will be cancelled.
- If you no longer meet the requirements above but wish to maintain an Illinois license, you must submit a new licensure application under the full statutory requirements for your profession. The standard application, documentation, fee, etc. will be required.

Standard Military Expedite method:

- Active-Duty service members and their spouse may qualify for this method.
- A full application with all statutory requirements for your profession must be submitted.
- Proof of your assignment to a duty station in Illinois, within 6 months of the date of submission of your application for licensure is required.
- Acceptable proof of you or your spouse's active military status or veteran status:
 - Current active-duty PCS orders to a station in Illinois
 - Marriage license or a certified DD1172 verifying marital status may be required if dependent is not indicated in the orders.
 - Letter of Service signed and dated by Unit Commanding Officer verifying the following:
 - Service members name.
 - Date of PCS to a station in Illinois (PCS must be within 6 months of submission of the application).
 - Service members current standing.
 - Name of the spouse must be indicated for service member spouse applications.
 - Proof of Service document from the service member's electronic personnel portal.
- Veterans whose active-duty service concluded within the preceding 2 years before application, may qualify for this method. This includes the spouse of a veteran.
 - Acceptable proof of you or your spouse's veteran status:
 - DD214 Member-4, DD214 Service-2 or NGB Form 22:
- Must have separated in the prior 2 years of submission of the application.
- If the DD214 has not yet been issued, separation orders may be accepted.

- Applicant must reside in Illinois.

What is considered acceptable proof of service?

- The documents mentioned below are examples of **acceptable** proof of service. The documents below are not a complete listing:
 - Permanent Change of Station orders showing assignment to a duty station in Illinois. Orders must show the PCS was in the prior 6 months of submission of an application.
 - Letter of Service signed by the Unit Commanding Officer. Must indicate the service members name, Illinois duty station assigned, date assigned to that station, and current standing. If the application is for the spouse, the letter must indicate the name of the spouse.
 - Proof of service letter from the service member's electronic personnel portal.
 - If the application is for a spouse and the document provided does not mention the spouse by name, a certified DD1172 verifying marital status must be included.
 - DD214 Member-4 or Service-2 for veterans separated in the prior 2 years of submission of an application.

What is considered unacceptable proof of service?

- The documents mentioned below are examples of **unacceptable** proof of service. The documents below are not a complete listing:
 - Military ID (CAC card)
 - Leave and Earnings statement (LES)
 - Officer Record Brief
 - Temporary Duty (TDY), orders to a location in Illinois
 - Enlistment/Reenlistment documents
 - National Guard and Reserve documentation which do not indicate the service member is a full time active-duty member of the Guard or Reserves.
 - DD214 Member-1 (short form)
 - DD215 (Correction request form)
 - Department of Veterans Affairs documentation (award letters, proof of service letters, etc.)

Examples of those who do not qualify for expedited application review.

- The following circumstances are examples of applicants that do not qualify for expedited services:
- Traditional Guard and Reserve members who are not on full time active duty.
 - Example: Members who only complete traditional training (drill), one weekend a month and two weeks or more per year. (These trainings are not considered active-duty service, unless you receive orders specifically indicating you have been placed on active duty.)
 - Temporary Duty Assignment orders.
 - Example: You were placed on active duty for 3 days for snow removal. (Active duty must be for 30 days or more in the active armed services.)
 - U.S. Department of Health and Human Services change of assignment orders.
 - US PHSCC service is considered an unarmed uniformed branch of service. It does not currently meet the requirements as outlined in Illinois compiled statute (20 ILCS 5/5-715), as Active Duty in the Armed Services.
 - Cannabis related applications do not qualify for expedited review.
 - Examination applicants applying for a new license through our Testing Provider, Continental Testing Services, do not qualify for expedited review.
 - Business or Agency applications do not qualify for expedited review.

Updated 11/12/2024