

# How to Request a Certification of Licensure

**Important Notice:** Certification or Verification of RN or LPN licenses must be made via the NURSYS website at <https://www.nursys.com/> . Do not send requests to the Department. For all other professions, see instructions below.

**Certifications of Licensure** include the licensee name, license number and status, license issuance date and expiration date, and method of licensure and disciplinary action, if applicable. The certifications also include the Department seal and official signature.

**Electronic Certification of Licensure:** Certifications for most professions and licenses can be sent electronically to either the licensee's email address or an email address provided by the licensee. Electronic Certifications are not available for licenses that have been disciplined. To send an electronic Certification of Licensure, licensees will need to create and log into their account at the Department's Online Services Portal:

<https://ilesonline.idfpr.illinois.gov/DFPR/Default.aspx>

Additional help for creating an account can be found here:

<https://www.idfpr.com/Forms/Online/Account%20Creation%20for%20Existing%20Licensees.pdf>

**Paper Certification of Licensure:** Paper Certifications must be requested by mail. Please submit your request in writing to:

Illinois Department of Financial and Professional Regulation  
320 West Washington Street, 3rd Floor  
PO Box 7046  
Springfield, Illinois 62786-7046

Please include your name, address, license number, social security number, date of birth, and the name and address of the State Board where you want the certification sent, along with the required fee listed below. Certification fees in the form of a check or money order payable to the Department of Financial and Professional Regulation must be submitted with your request.

## **Certification Fees:**

\$20 - All Certifications (see exceptions below)

## **Exceptions:**

\$25 - Real Estate Professions, including Appraisers, Auctioneers and Home Inspectors, Loan Originators

\$0 (No Fee) – Medical Corporations, Professional Service Corporations