DELPROS PORTAL DASHBOARD – REGISTERED USERS

License Look Up
Quick Reference Guide

June 2020
License Look-Up
Complete a license look-up on the DELPROS Portal by following the below steps

1. Click the GO button to look-up a licenses for a person or facility.
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1. Select Individual or Facility and fill in the required information to conduct your search.

2. Click the SEARCH button.

You can also access License Look-Up here from your dashboard.
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**Note:** When searching for an individual it is recommended to start by selecting the Profession and entering the name or partial name of the individual. Any information entered as search criteria must match EXACTLY how the information is stored in the system, otherwise the individual you are searching for may not be found.

<table>
<thead>
<tr>
<th>Name</th>
<th>Profession</th>
<th>License/Approval Number</th>
<th>Type</th>
<th>Application Type</th>
<th>Status</th>
<th>Discipline</th>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adam, John</td>
<td>Dentistry</td>
<td>G1-0009001</td>
<td>Dentist</td>
<td>Initial Application</td>
<td>Active</td>
<td>No</td>
<td>861 Silver Lake Blvd</td>
<td>Dover</td>
<td>DE</td>
<td>19901</td>
</tr>
<tr>
<td>Alcorn, Nicholas</td>
<td>Dentistry</td>
<td>G3-0009403</td>
<td>Dentist Limited-Resident</td>
<td>Initial Application</td>
<td>Expired</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alcorn, Nicholas</td>
<td>Dentistry</td>
<td>G6-0001236</td>
<td>Unrestricted Permit</td>
<td>Initial Application</td>
<td>Active</td>
<td>No</td>
<td></td>
<td>Dover</td>
<td>DE</td>
<td>19904</td>
</tr>
</tbody>
</table>

4. Matches will display for the search criteria at the bottom of the page.
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5. Click on the **License Number** if you need more information

6. Click on **VIEW MORE INFO** for more information
License Look-Up

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A new tab with the License Look-Up details will appear
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7. Licenses with Disciplines are shown here. Click Yes to view more details on the Discipline.

8. Click VIEW to download the documents in a new tab.