

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

The screenshot shows the DELPROS Portal interface. At the top left, a grey box labeled 'DELPROS PORTAL' is connected by a line to the main page. The main page has a blue header with the 'DIVISION OF PROFESSIONAL REGULATION' logo and the Department of State emblem. Below the header, three main service cards are displayed. The first card, 'Search & Verify License', includes a description and a 'GO' button highlighted with a red box. A blue callout box with the text '1. Click the GO button to look-up a licenses for a person or facility.' has an arrow pointing to this 'GO' button. The other two cards, 'Apply/Manage a License and Service Requests' and 'File a Complaint', also have 'GO' buttons but are not highlighted.

DELPROS PORTAL

DIVISION OF PROFESSIONAL REGULATION
DEPARTMENT OF STATE
ENFORCING PROFESSIONAL STANDARDS

Our Mission is to credential qualified professionals to ensure the protection of the public's health, safety, and welfare.

1. Click the **GO button to look-up a licenses for a person or facility.**

Search & Verify License
Look up public information on professional licenses and applicants.
GO

Apply/Manage a License and Service Requests
File a new license application, manage existing licenses, request license services or initiate service requests.
GO

File a Complaint
File a complaint against a Delaware person or business.
GO

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DELPROS
PORTAL

The screenshot shows the Delaware.gov DELPROS Portal. The navigation bar includes 'Agencies', 'News', 'Topics', and 'Contact'. The main menu has 'DASHBOARD', 'LICENSE LOOK-UP', 'FILE A COMPLAINT', 'SERVICE REQUEST', and 'CONTINUING EDUCATION'. The 'LICENSE LOOK-UP' link is highlighted with a red box. Below the navigation, the page title is 'License Look-Up'. A green callout box points to the 'LICENSE LOOK-UP' link, stating: 'You can also access License Look-Up here from your dashboard'. The main content area has a 'Search' section with two tabs: 'INDIVIDUAL' and 'FACILITY'. The 'INDIVIDUAL' tab is selected and highlighted with a red box. A blue callout box points to these tabs, stating: '2. Select **Individual** or **Facility** and fill in the required information to conduct your search'. Below the tabs is a 'Note' about search criteria. A search form is located below the note, with a red box around the input fields: 'Last Name', 'First Name', 'City', 'State', 'Profession', 'Type', and 'License/Approval Number'. A blue callout box points to the 'SEARCH' button, stating: '3. Click the **SEARCH** button.' The 'SEARCH' button is highlighted with a red box. At the bottom left, the text reads 'Current date & time: 2/21/2020 10:28 PM'.

License Look-Up

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**DELPROS
PORTAL**

Search

INDIVIDUAL FACILITY

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.

Last Name: First Name:

City: State:

Profession: Type: License/Approval Number:

Current date & time: 2/24/2020 12:51 PM

4. Matches will display for the search criteria at the bottom of the page.

Name	Profession	License/Approval Number	Type	Application Type	Status	Discipline	Street Address	City	State	Zip Code	
Adam, John	Dentistry	G1-0000001	Dentist	Initial Application	Active	No	861 Silver Lake Blvd	Dover	DE	19901	▼
Alcorn, Nicholas	Dentistry	G3-0000403	Dentist Limited-Resident	Initial Application	Expired	No		Dover	DE	19904	▼
Alcorn, Nicholas	Dentistry	G6-0001236	Unrestricted Permit	Initial Application	Active	No		Dover	DE	19904	▼

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DELPROS PORTAL

Search INDIVIDUAL FACILITY

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.

Last Name: First Name:

City: State:

Profession: Type: License/Approval Number:

SEARCH

Current date & time: 2/24/2020 12:51 PM

Name	Profession	License/Approval Number	Type	Application Type	Status	Discipline	Street Address	City	State	Zip Code	
Adam, John	Dentistry	G1-0000001	Dentist	Initial Application	Active	No	861 Silver Lake Blvd	Dover	DE	19901	▼
		License Activity		Endorsements							
		Issue Date: 2/18/2020 Expiration Date: 2/17/2022		None							
Alcorn, Nicholas	Dentistry	G3-0000403	Dentist Limited-Resident	Initial Application	Expired	No		Dover	DE	19904	▼

5. Click on the **License Number** if you need more information

6. Click on **VIEW MORE INFO** for more information

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DELPROS PORTAL

License Look Up

John Adam

The search results for the license holder are listed to the right.

Current Date & Time
2/24/2020 12:53 PM

Status
Active

Profession
Dentistry

Type
Dentist

Application Type
Initial Application

License/Approval Number
G1-0000001

Issue Date
02/18/2020

Expiration Date
02/17/2022

Street Address
861 Silver Lake Blvd

Zip Code
19901

A new tab with the License Look-Up details will appear

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DELPROS
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7. Licenses with Disciplines are shown here. Click **Yes to view more details on the Discipline.**

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.

Current date & time: 2/7/2020 8:06 PM

Name	Profession	License/Approval Number	Type	Application Type	Status	Discipline	Street Address	City	State	Zip Code
Dwivedi, Komal	Dentistry	G8-0000002	Dentist-FOHC Provisional	Initial Application	Active	Yes				

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

Title	Description
13-Mueller-Gerald-Discipline-1998.pdf	Disciplinary Order 1998
13-Mueller_Gerald_Disciplinary_Order_2020.pdf	Disciplinary Order 2020