

## Order a Certified License Verification in MiPLUS

July 2019

Presented by  
Bureau of Professional Licensing  
Department of Licensing and Regulatory Affairs  
[BPLHelp@Michigan.gov](mailto:BPLHelp@Michigan.gov) | 517-241-0199

CUSTOMER DRIVEN. BUSINESS MINDED.

Welcome to MiPLUS! LARA's new system for licensed professionals in Michigan.

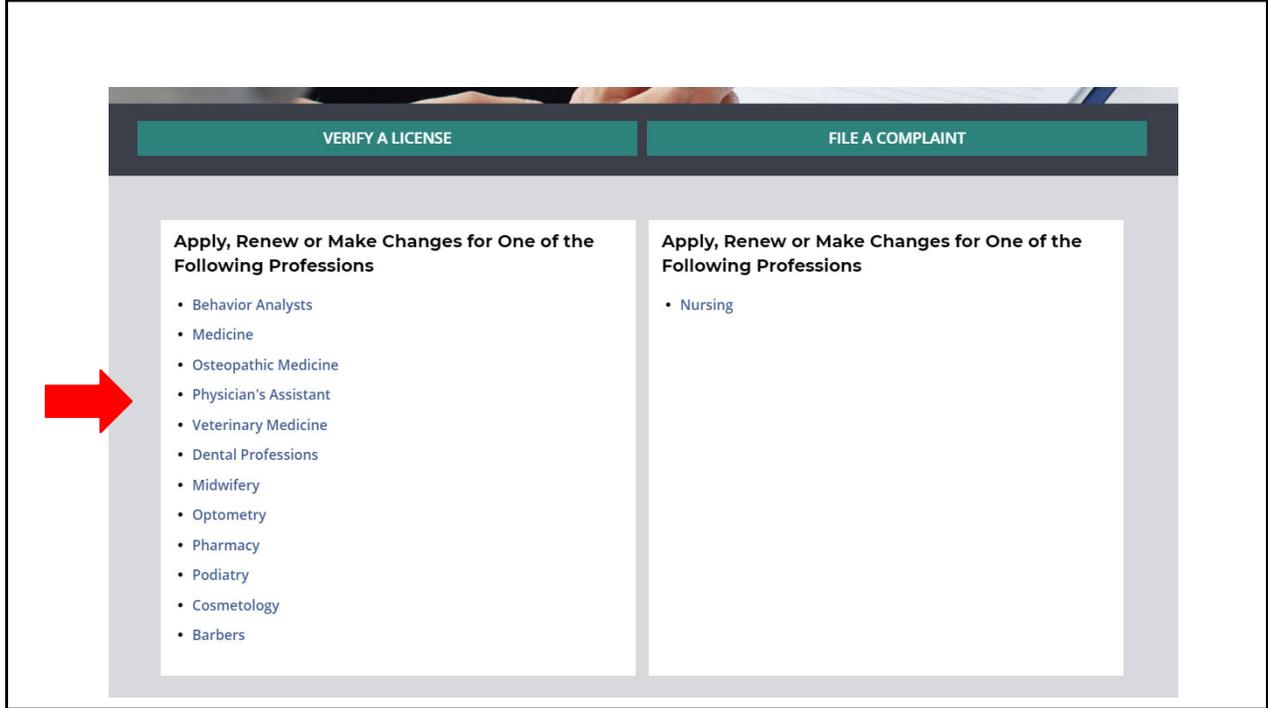
This presentation will walk you through how order a Certified License Verification using MiPLUS.

Make sure you have registered with a MiPLUS account before starting this process.

We recommend using Internet Explorer for this process.

# Michigan.gov/MiPLUS

To get started, please open Internet Explorer and go to: [www.michigan.gov/miplus](http://www.michigan.gov/miplus) or click on "MiPLUS Login" under "Quick Links" on this page.



Select the profession for which you are ordering a certified license verification.

Alternatively, and for no change, you can select "Verify a License" which will show you the current status of license.

DEPARTMENT OF

# LICENSING AND REGULATORY AFFAIRS

BUREAU LIST ▾

SEARCH LICENSE TYPES

VERIFY A LICENSE ▾

FILE A COMPLAINT ▾

LARA NEWS RELEASES

FOIA REQUEST

LARA / BUREAU LIST / PROFESSIONAL LICENSING

## Michigan Professional Licensing User System

### WELCOME TO MIPLUS

The Michigan Professional Licensing User System (MIPLUS) is the Department of Licensing and Regulatory Affairs, Bureau of Professional Licensing's new online licensing and regulatory database application for health and occupational professionals in Michigan.

- Applicants can now apply online, track the status of their application, and receive electronic notifications
- Licensees are able to renew and modify their existing licensing information
- Verify the status of a licensed professional
- File a complaint against a licensed professional or report a change in staff privileges

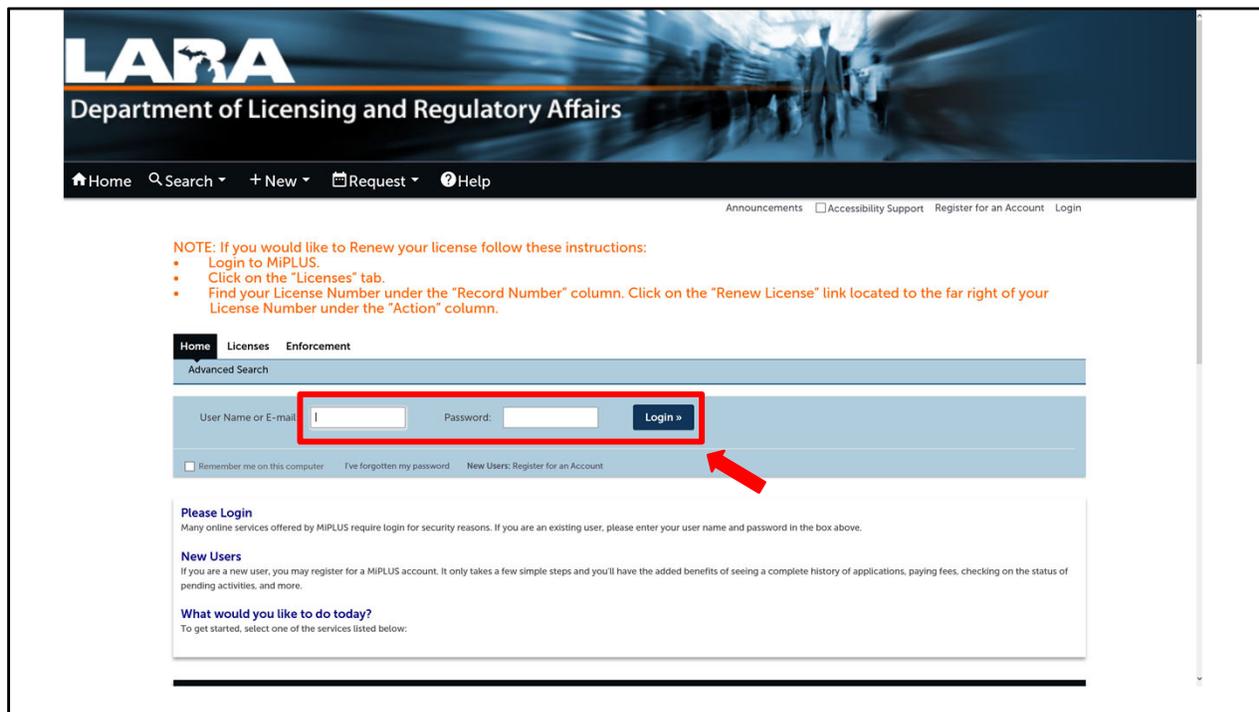
### QUICK LINKS

[MiPLUS Login](#)

[File a Nursing Complaint](#)

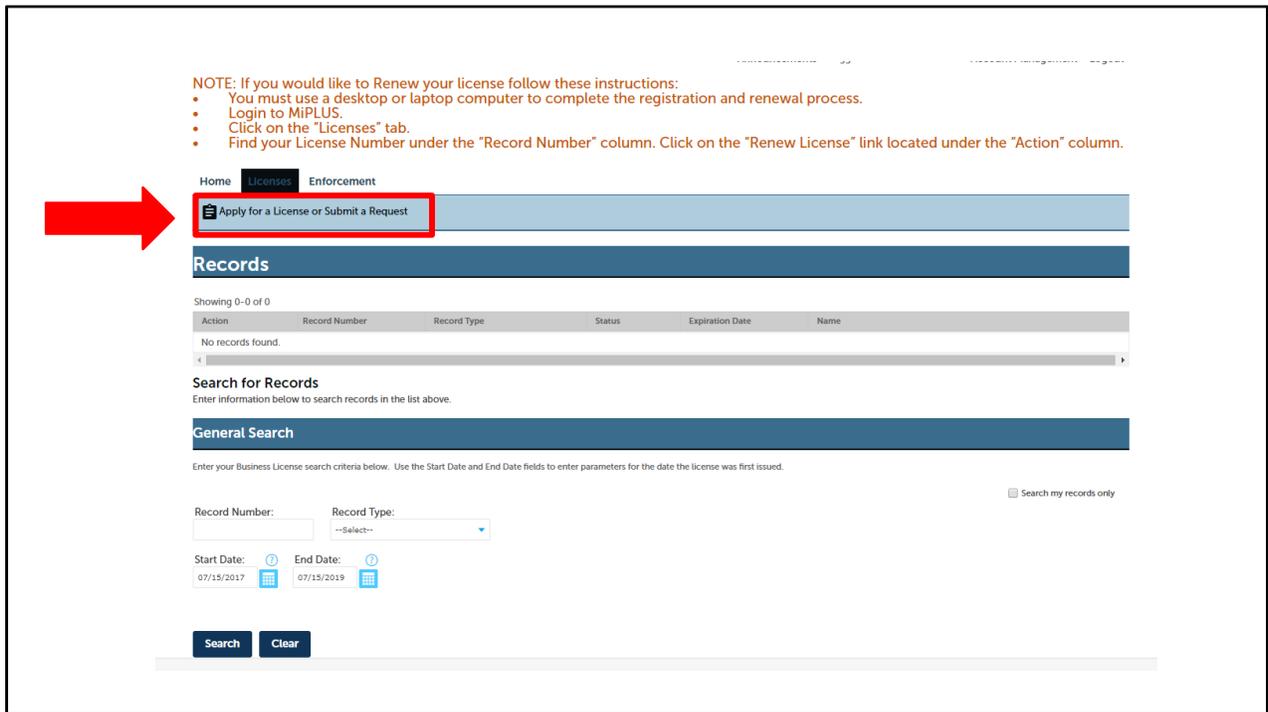
[Verify a Nursing License](#)

Click on the "MiPLUS Login" link highlighted in red on the right side of the screen.



Log in to your account with the username and password you created when registering for MiPLUS.

Then click the "Login" button.



Click on "Licenses" at the top of the screen and then click on "Apply for a License or Submit a Request" underneath it.

Home Search + New Request Help

Announcements Logged in as:thelenc10 Account Management Logout

**NOTE:** If you would like to Renew your license follow these instructions:

- You must use a desktop or laptop computer to complete the registration and renewal process.
- Login to MiPLUS.
- Click on the "Licenses" tab.
- Find your License Number under the "Record Number" column. Click on the "Renew License" link located under the "Action" column.

Home Licenses Enforcement

Apply for a License

### Online License Application

Welcome to MiPLUS. Using this system you can submit and update information, pay fees, track the status of your application, and print your final license all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

**General Disclaimer**

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

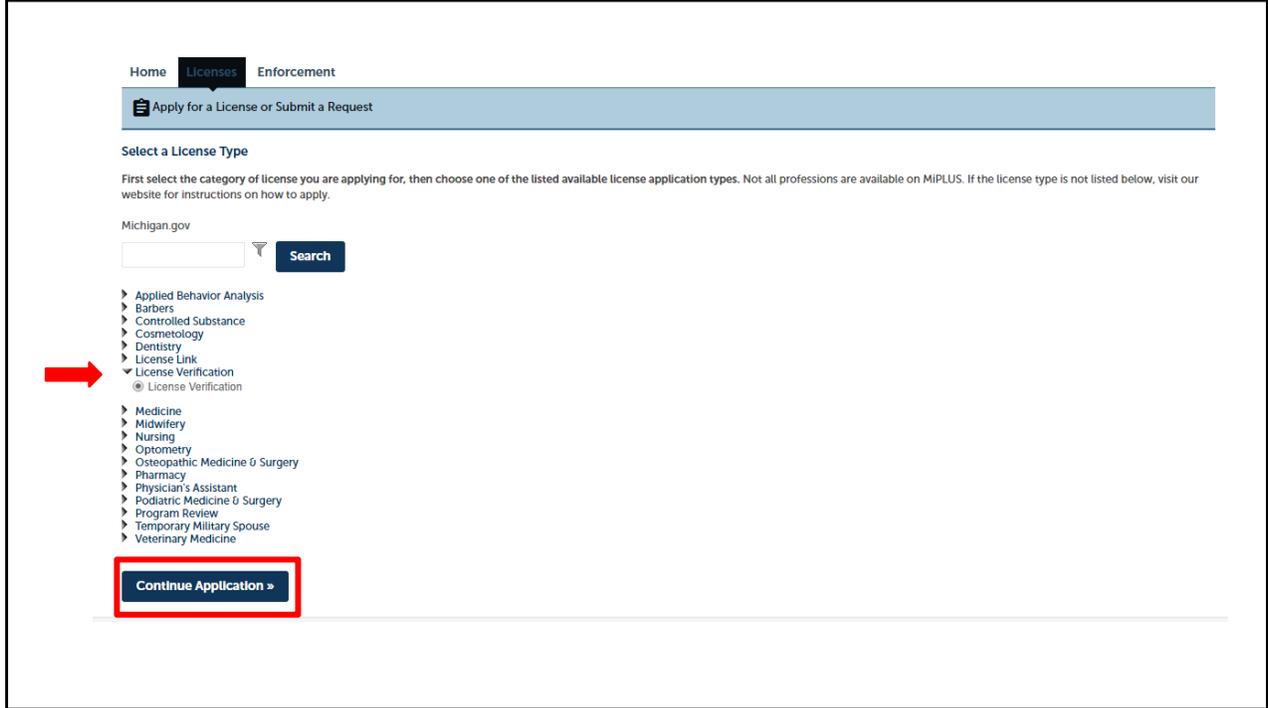
I have read and accepted the above terms.

[Continue Application »](#)

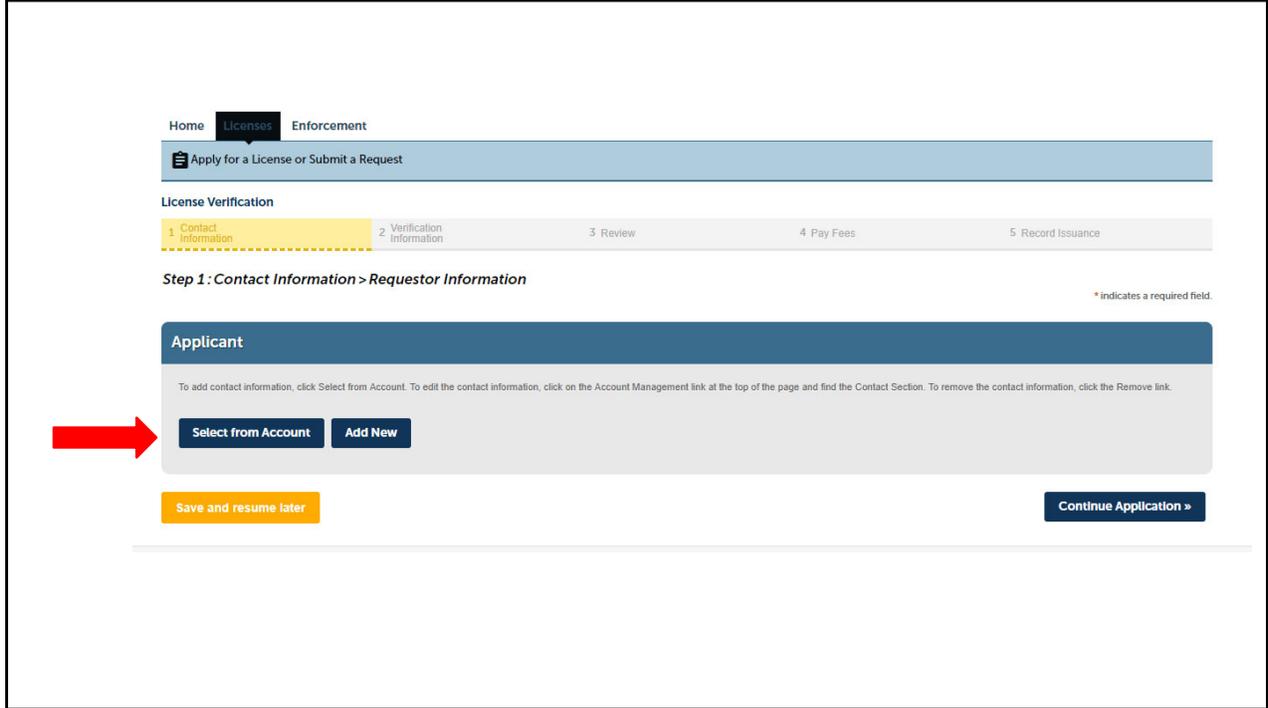
© 2016 State of Michigan.



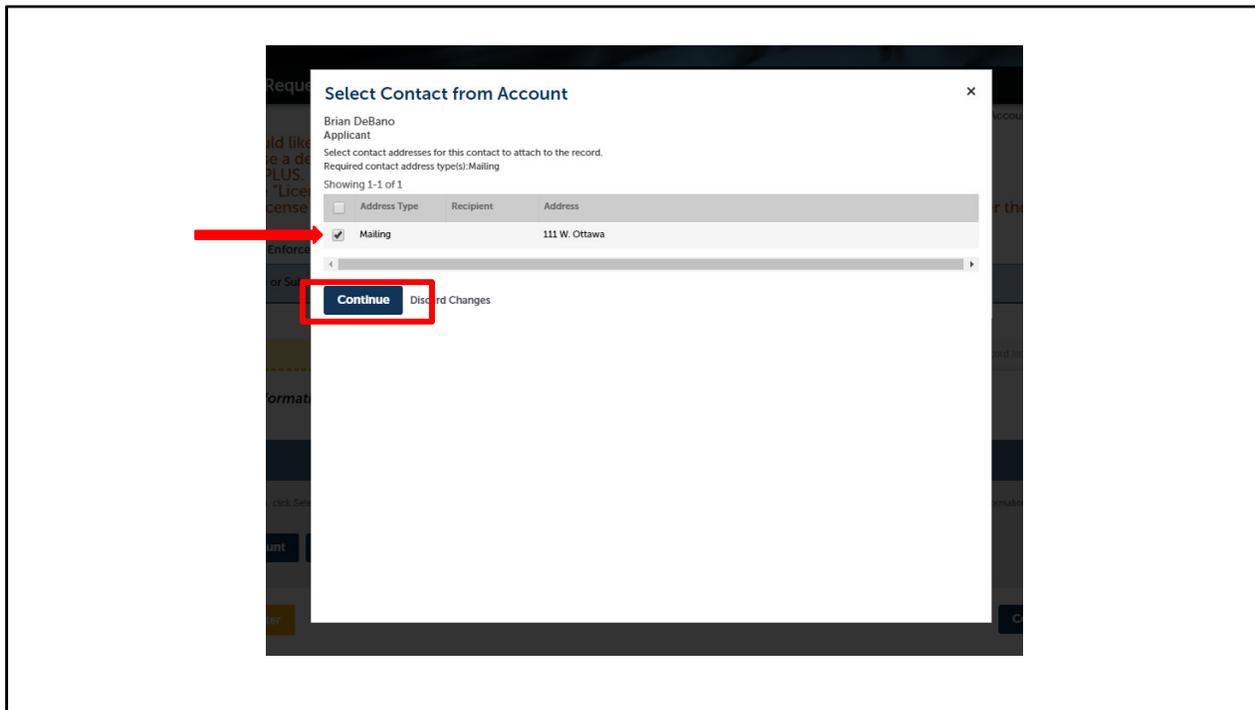
Accept the “general disclaimer” by checking the box on the left side of the screen and then select “Continue Application.”



Select the arrow in front of “License Verification” and then click on “License Verification”. Then select “Continue Application” at the bottom of the screen.



Click on “Select from Account” under the applicant box.



A pop-up box will appear. Select your address in the pop-up box by checking the box beside the red arrow.

Then click "Continue".

Home Licenses Enforcement

Apply for a License or Submit a Request

License Verification

1 Contact Information 2 Verification Information 3 Review 4 Pay Fees 5 Record Issuance

Step 1: Contact Information > Requestor Information \* indicates a required field.

**Applicant**

To add contact information, click Select from Account. To edit the contact information, click on the Account Management link at the top of the page and find the Contact Section. To remove the contact information, click the Remove link.

✔ Contact added successfully.

**Brian DeBano**  
byahoo.com  
Primary Phone: 5178675309, Extension:  
Secondary Phone: , Extension:  
Birth Date: 01/01/1971

Edit Remove

▼ Contact Addresses

**Add Contact Address**

To add a new contact address, click Add Contact Address. To edit a contact address, click the Edit link. To remove one of your addresses from this application, click the Remove link.  
(Required contact address type(s) Mailing)

Showing 1-1 of 1

Address Type	Address	Action	Primary	Start Date	End Date
Mailing	111 W. Ottawa	Actions ▼	No	07/09/2019	

Save and resume later Continue Application >

On the next screen click “Continue Application” at the bottom right corner to continue.

Home Licenses Enforcement

Apply for a License or Submit a Request

License Verification

1 Contact Information 2 Verification Information 3 Review 4 Pay Fees 5 Record Issuance

Step 2: Verification Information > Verification Information \* Indicates a required field.

**Verification Information**

VERIFICATION INFORMATION

\* License Number:

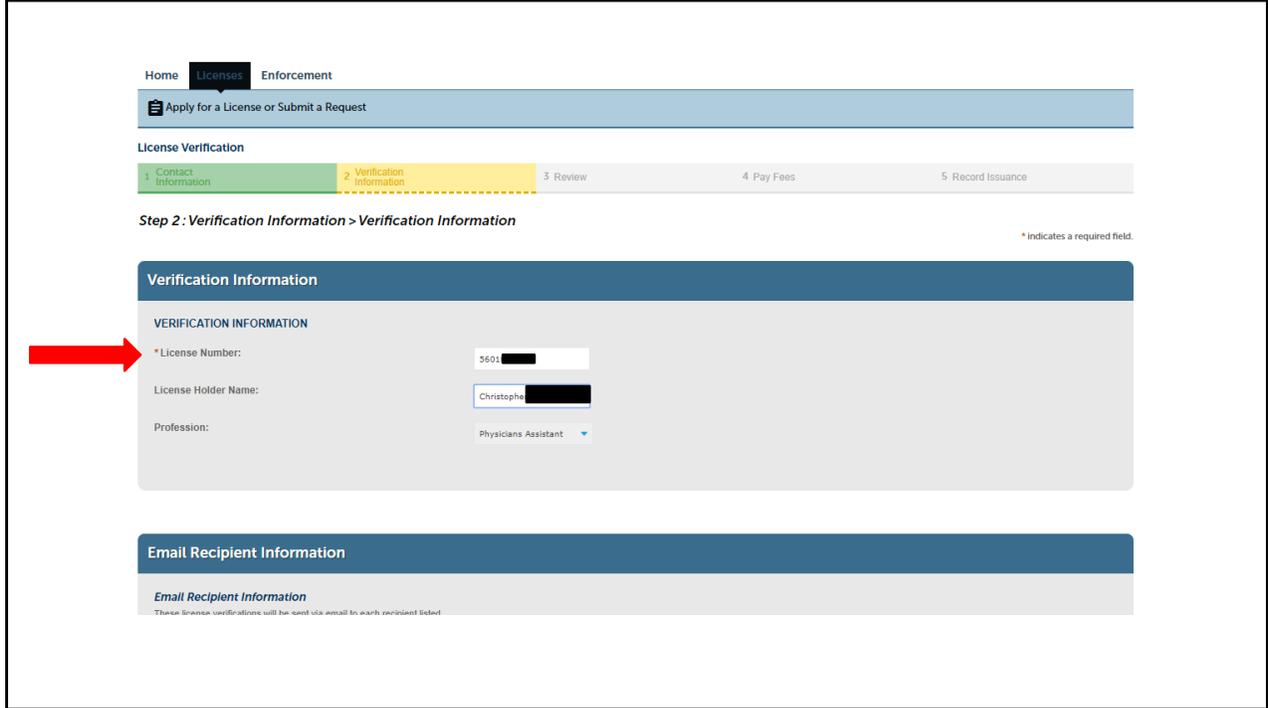
License Holder Name:

Profession:

**Email Recipient Information**

*Email Recipient Information*

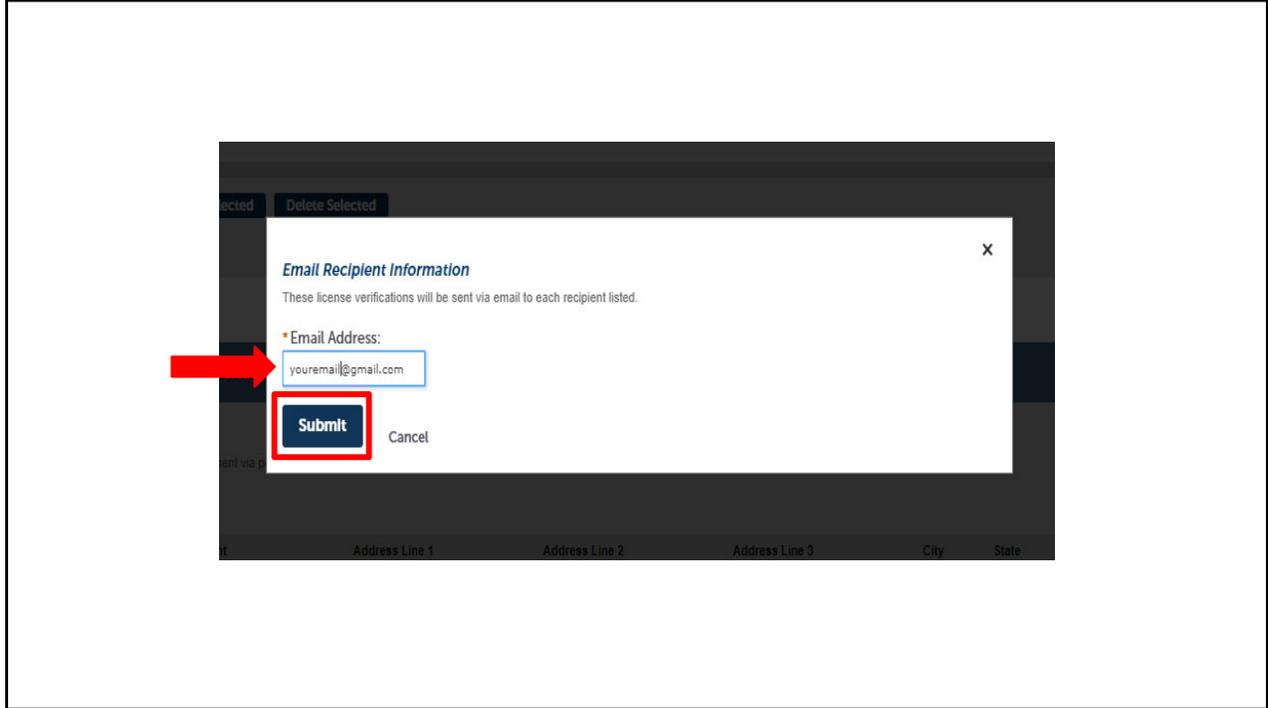
These license verifications will be sent via email to each recipient listed.



At the top of the next screen please enter the license number for license holder you are ordering a certified verification. The “License Holder Name” and “Profession” will populate automatically based on the license number. Then scroll down the screen to enter where you would like the certified verification sent.

The screenshot displays two panels for adding recipient information. The top panel, titled "Email Recipient Information", includes a sub-header "Email Recipient Information" and a note: "These license verifications will be sent via email to each recipient listed." It shows "Showing 0 - 0 of 0" records in a table with one column: "Email Address". Below the table, a red arrow points to the "Add a Row" button, along with "Edit Selected" and "Delete Selected" buttons. The bottom panel, titled "Postal Mail Recipient Information", includes a sub-header "Recipient Information" and a note: "These license verifications will be sent via postal mail to each recipient listed." It shows "Showing 0 - 0 of 0" records in a table with columns: "Name of Recipient", "Address Line 1", "Address Line 2", "Address Line 3", "City", "State", and "Zip Code". A red arrow points to the "Add a Row" button, along with "Edit Selected" and "Delete Selected" buttons. At the bottom of the page, there are two buttons: "Save and resume later" (orange) and "Continue Application >" (dark blue).

Certified License Verifications can be emailed or sent via postal mail. The fee is \$15 per certified verification that is sent through either method. Select “Add a Row” under either “Email Recipient Information” or “Postal Mail Recipient Information” to enter where you would like your certified verification sent.



This pop-up window will appear if you selected “Add a Row” under either “Email Recipient Information”. Please enter the email address where you would like the certified verification sent. Then click “Submit”

Email Address

Recipient Information

These license verifications will be sent via postal mail to each recipient listed.

Name of Recipient: George Washington

Address Line 1: 123 President Street

Address Line 2:

Address Line 3:

City: Washington

State: DC

Zip Code: 12345

Submit Cancel

This pop-up window will appear if you selected “Add a Row” under either “Postal Mail Recipient Information” “. Please enter the recipient and the mailing address where you would like the certified verification sent. Then click “Submit”

**Email Recipient Information**

*Email Recipient Information*  
These license verifications will be sent via email to each recipient listed.

Showing 1-1 of 1

<input type="checkbox"/>	Email Address	Actions
<input checked="" type="checkbox"/>	youremail@gmail.com	

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

**Postal Mail Recipient Information**

*Recipient Information*  
These license verifications will be sent via postal mail to each recipient listed.

Showing 1-1 of 1

<input type="checkbox"/>	Name of Recipient	Address Line 1	Address Line 2	Address Line 3	City	State	Zip Code	Actions
<input checked="" type="checkbox"/>	George Washington	123 President Street			Washington	DC	12345	

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Save and resume later](#) [Continue Application >](#)

When you return to this screen make sure the check box in front of either the email address or address where you want the certified verification sent is checked. Then click “Continue Application” at the bottom right corner to continue

Home **Enforcement**

Apply for a License or Submit a Request

License Verification

1. Current Information 2. Verification Information 3. Review 4. Pay Fees 5. Record Issuance

Step 3: Review

Save and resume later Continue Application >

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on. You must check the box to agree to the certification at the bottom of the page before you can continue.

Record Type

License Verification

Applicant Edit

Individual  
 Brian DeBono  
 Birth Date: 05/03/1975  
 MVA# 20000  
 Primary Phone: 301-776-7609  
 Email: [brian@brian.com](mailto:brian@brian.com)  
 Preferred Channel Email

Verification Information Edit

VERIFICATION INFORMATION  
 License Number: 567 [REDACTED]  
 License Holder Name: Christopher M. [REDACTED]  
 Profession: Physicians Assistant

Email Recipient Information Edit

Email Recipient Information  
 Email Address: [jouemh@gmail.com](mailto:jouemh@gmail.com)

Postal Mail Recipient Information Edit

Recipient Information

Name of Recipient	Address Line 1	Address Line 2	Address Line 3	City	State	Zip Code
George Washington	113 President Street			Washington	DC	20540

Save and resume later Continue Application >

Please review the information on this screen to make sure it is correct.

If the information is correct click "Continue Application" at the bottom right of the screen.

Home Licenses Enforcement

Apply for a License or Submit a Request

License Verification

1 Contact Information 2 Verification Information 3 Review 4 Pay Fees 5 Record Issuance

**Step 4: Pay Fees**

Listed below are the license fees based upon the information you've entered.

The application processing fee is a one-time fee for each license type you have applied for. A license fee will be assessed for each year your license will be issued until your next renewal. A renewal fee is assessed for the complete renewal length and the quantity may differ from what is listed for the controlled substance license fee, however both the primary and controlled substance licenses will be renewed for the same length of time.

**License-Related Fees**

Fees	Qty.	Amount
License Verification Application Processing Fee	2	\$30.00

TOTAL FEES: \$30.00  
Note: Click Continue Application to proceed to our payment processor.

[Continue Application »](#)

The next and final step to complete your application is to pay the license fees.

Click "Continue Application" to complete the renewal process by paying the renewal fees.

Payment Method

**MI Professional Licensing**

Welcome to the CEPAS Credit Card Processing Payment Module for MI Professional Licensing.  
 This process is being used as a secure means of processing online payments 24 hours a day, seven days a week.  
 Payment may be made using a valid Credit or Debit card (Visa, MasterCard, or Discover).  
 In order to make a payment, please select 'Next' below.

\* Indicates required field

Choose method of payment

Pay by credit card

VISA MasterCard Discover

Back Next Exit



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Powered by PayPoint's  
PayPoint Privacy Policy

Debit or credit cards are the only accepted methods of payment for your certified verification.

The online system does not accept American Express.

Click on “next” to continue with the payment.

## Payment Information

## MI Professional Licensing

To continue the payment process, click the "Next" button in the box below.

\*\*NOTE: If you receive any type of error message at any point hereafter please do not resubmit payments; contact the BPL office at 517-373-8068.

\* Indicates required field

Billing Address	
<input type="checkbox"/> Use Business Name	
*First Name:	<input type="text"/>
M.I.:	<input type="text"/>
*Last Name:	<input type="text"/>
*Street Line 1:	<input type="text"/>
Street Line 2:	<input type="text"/>
*City:	<input type="text"/>
*State:	Select State <input type="text"/>
*Zip:	<input type="text"/>
*Country:	UNITED STATES <input type="text"/>
*Phone:	<input type="text"/>
*E-Mail:	<input type="text"/>
Payment Details	
*Payment Amount: 152.40 USD	



Complete the billing information form. Make sure the name and address you enter matches the name and address on the credit card you will be using to pay.

Scroll down to complete the form.

**Payment Method**

\*Name on Card:

\*Card Number:

\*Expiration Date: \* Month   
\* Year

\*Card Verification Value(CVV2):  [What's This?](#)



Enter your credit card information and click “next.”

Payment Review

**MI Professional Licensing**

Upon submission of your payment, you will receive an email confirmation. After your renewal is approved, you will receive your printed license in the mail in 7-10 business days.

To confirm your payment information, click on "Pay Now" in the box below.

**\*\*NOTE:** If you receive any type of error message at any point hereafter please do not resubmit payments; contact the BPL office at 517-373-8068.

Address
Billing Address: Cole Thelen 123 Main St DeWitt, MI 85284 (517) 555-5555 Test@gmail.com
Payment Method
Credit Card <a href="#">VISA</a> Cole Thelen x1111 03/20
Payment Amount
Amount: 152.40 USD
Total: <b>152.40 USD</b>
<a href="#">Back</a> <a href="#">Pay Now</a> <a href="#">Exit</a>



On the next page, review that your information is correct and click "Pay Now" to complete the license renewal process. (Please click "Pay Now" only once)

Once you click "Pay Now" the screen will go blank and you will receive a confirmation receipt in your email.

The receipt confirms that the Department of Licensing and Regulatory Affairs has received your payment and that the process was completed.

## Questions or Concerns?

Email: [BPLHelp@Michigan.gov](mailto:BPLHelp@Michigan.gov)

Phone: 517-241-0199

If you have additional questions or concerns, please contact us.

We are available to help Monday-to-Friday from 8 a.m. to 5 p.m.