



**Michigan Professional Licensure User System
(MiPLUS)**

**How to Request a
License Verification
in MiPLUS**

August 2020

Request a License Verification in MiPLUS

Proceed to the MiPLUS website at: www.michigan.gov/miplus. Please use the username/email, and password you created.

Home Licenses Enforcement

Advanced Search

User Name or E-mail: Password: **Login »**

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

Please Login

Many online services offered by MiPLUS require login for security reasons. If you are an existing user, please enter your user name and password in the box above.

New Users

If you are a new user, you may register for a MiPLUS account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, paying fees, checking on the status of pending activities, and more.

What would you like to do today?

To get started, select one of the services listed below:

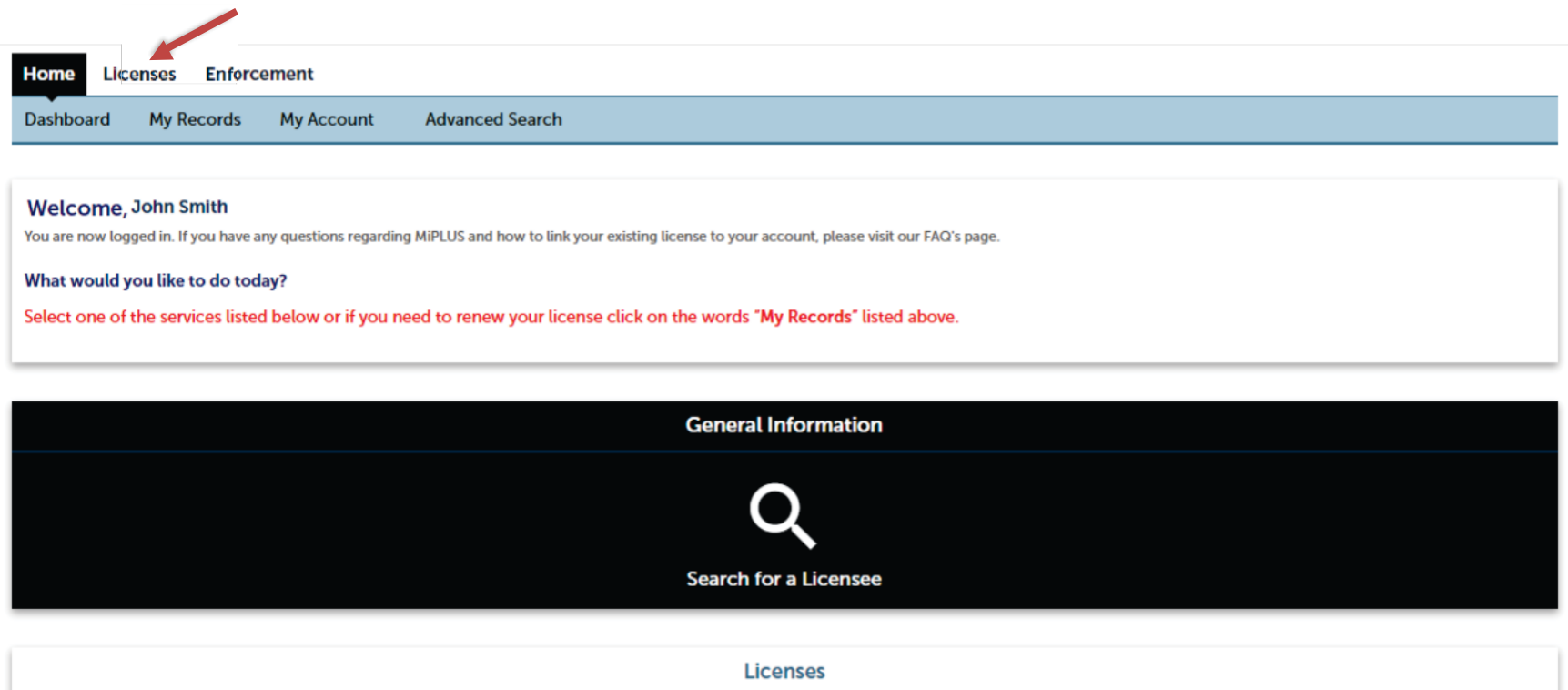
General Information



Search for a Licensee

Request a License Verification in MiPLUS Pt 2

Above the welcome message, select the **Licenses** tab.





The screenshot displays the MiPLUS user interface. At the top, there is a navigation menu with three tabs: "Home", "Licenses", and "Enforcement". A red arrow points to the "Licenses" tab. Below the navigation menu is a light blue bar containing four links: "Dashboard", "My Records", "My Account", and "Advanced Search". Below this bar is a white box with a welcome message: "Welcome, John Smith" and a sub-message: "You are now logged in. If you have any questions regarding MiPLUS and how to link your existing license to your account, please visit our FAQ's page." Below the welcome message is a section titled "What would you like to do today?" with a red instruction: "Select one of the services listed below or if you need to renew your license click on the words 'My Records' listed above." Below this section is a dark blue bar with the text "General Information" and a search icon. Below the search icon is the text "Search for a Licensee". Below the dark blue bar is a white bar with the text "Licenses".

Request a License Verification in MiPLUS Pt 3

Select **Apply for a License or Submit a Request (Certified License Verification)**

Home **Licenses** Enforcement

 [Apply for a License or Submit a Request \(Certified License Verification\)](#) 

Records

Showing 1-4 of 4 |

| <input type="checkbox"/> | Action | Record Number | Record Type | Status | Expiration Date | Name |
|--------------------------|--------------|---------------|---------------------------------|-------------|-----------------|-------------|
| <input type="checkbox"/> | Modification | 6501600025 | Real Estate Salesperson License | No Employer | 07/26/2023 | Smith, John |

Request a License Verification in MiPLUS Pt 4

Read the **General Disclaimer**, then check the box next to “**I have read and accepted the above terms.**” Select **Continue Application**

Online License Application

Welcome to MiPLUS. Using this system you can submit and update information, pay fees, track the status of day.

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

General Disclaimer

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I have read and accepted the above terms.

Continue Application »



Request a License Verification in MiPLUS Pt 5

Select **License Verification** from the list of License or Request Types. Select **Continue Application**.

- ▶ Acupuncture
- ▶ Applied Behavior Analysis
- ▶ Architect
- ▶ Athletic Trainer
- ▶ Audiology
- ▶ Barbers
- ▶ Clone From Related Records Real Estate
- ▶ Clone the following from Related Records tab ONLY
- ▶ Controlled Substance
- ▶ Cosmetology
- ▶ Dentistry
- ▶ FOR TESTING ONLY
- ▶ Good Moral Character Preliminary Determination
- ▶ License Link
- ▼ License Verification
 - License Verification
- ▶ Marriage and Family Therapy
- ▶ Massage Therapy
- ▶ Medicine
- ▶ Midwifery
- ▶ Nursing
- ▶ Nursing Home Administrator
- ▶ Optometry
- ▶ Osteopathic Medicine & Surgery
- ▶ Pharmacy
- ▶ Physician's Assistant
- ▶ Podiatric Medicine & Surgery
- ▶ Professional Engineers
- ▶ Professional Surveyor
- ▶ Program Review
- ▶ Psychology
- ▶ Sanitarian
- ▶ Speech - Language Pathologist
- ▶ Temporary Military Spouse
- ▶ Veterinary Medicine

Continue Application »



Request a License Verification in MiPLUS Pt 6

Click **Select from Account** to add your information as the Requestor

License Verification



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.

Select from Account



Save and resume later

Continue Application >

Request a License Verification in MiPLUS Pt 7

Select your contact address and click **Continue**

Select Contact from Account ×

John Smith
Applicant

Select contact addresses for this contact to attach to the record.

Required contact address type(s): Mailing

Showing 1-1 of 1

| <input type="checkbox"/> | Address Type | Recipient | Address |
|-------------------------------------|--------------|-----------|-----------------|
| <input checked="" type="checkbox"/> | Mailing | | 123 Main Street |

Continue

Discard Changes



Request a License Verification in MiPLUS Pt 8

After your Contact Information is successfully added, click **Continue Application**.

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.**

John Smith
 allekat21@hotmail.com
 Primary Phone: 5175551212, Extension:
 Secondary Phone: , Extension:
 Birth Date: 10/30/1980

[Edit](#) [Remove](#)

▼ **Contact Addresses**

Add Contact Address

To edit a contact address, click the address link.
 Required contact address type(s): Mailing

Showing 1-1 of 1

| Address Type | Address | Action | Primary | Start Date | End Date |
|--------------|-----------------|-----------|---------|------------|----------|
| Mailing | 123 Main Street | Actions ▼ | No | 07/01/2020 | |

Save and resume later



Continue Application »

Request a License Verification in MiPLUS Pt 9

Enter your **License Number**. Your name and profession will AUTO-FILL.

If you want the verification sent by **EMAIL**: Select **Add a Row** under **Email Recipient Information**. (\$15.00 fee)

If you want the verification sent by **POSTAL MAIL**: Select **Add a Row** under **Postal Mail Recipient Information**. (\$15.00 fee)

If you want the verification sent by **EMAIL** and **POSTAL MAIL**: Select **Add a Row** under both options. (\$30.00 fee)

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. Once your verification request has been completed the status will state "CLOSED".

Showing 0-0 of 0

| Email Address |
|-------------------|
| No records found. |

[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. Once your verification request has been completed the status will state "CLOSED".

Showing 0-0 of 0

| Name of Recipient | Address Line 1 | Address Line 2 | Address Line 3 | City | State | Zip Code |
|-------------------|----------------|----------------|----------------|------|-------|----------|
| No records found. | | | | | | |

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


Request a License Verification in MiPLUS Pt 10

Enter the recipients Email Address, Postal Mail address or Both. Click **Submit**.

Email Recipient Information ✕

These license verifications will be sent via email to each recipient listed. Once your verification request has been completed the status will state "CLOSED".

* Email Address:

Submit  **Cancel**

Recipient Information ✕

These license verifications will be sent via postal mail to each recipient listed. Once your verification request has been completed the status will state "CLOSED".

* Name of Recipient:

* Address Line 1:


Address Line 2:

Address Line 3:

* City:

* State:

* Zip Code:

Submit  **Cancel**

Request a License Verification in MiPLUS Pt 11

After you add the Recipient Information, click **Continue Application**.

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. Once your verification request has been completed the status will state "CLOSED".

Showing 1-1 of 1

| <input type="checkbox"/> | Email Address | Actions |
|--------------------------|---------------------|---------|
| <input type="checkbox"/> | johnsmith@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. Once your verification request has been completed the status will state "CLOSED".

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 type="checkbox"/> | GA Licensing Board | 555 Peach Street | | | Atlanta | GA | 30301 | |

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

[Save and resume later](#)



[Continue Application »](#)

Request a License Verification in MiPLUS Pt 12

Review your submission. If you need to make a correction, click Edit. Click **Continue Application** to submit the request.

Record Type

License Verification

Applicant [Edit](#)

Individual
 John Smith
 Birth Date: 10/30/1980
 ***-**-5555
 Primary Phone: 5175551212
 E-mail: allekat21@hotmail.com
 Preferred Channel: Email

Verification Information [Edit](#)

VERIFICATION INFORMATION

License Number: 6501600025
 License Holder Name: John Smith
 Profession: Real Estate

Email Recipient Information [Edit](#)

Email Recipient Information


Email Address
 johnsmith@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 |
|--------------------|------------------|----------------|----------------|---------|-------|----------|
| GA Licensing Board | 555 Peach Street | | | Atlanta | GA | 30301 |

Save and resume later



Continue Application »

Request a License Verification in MiPLUS Pt 13

The license verification is \$15.00 per verification. Review the fee payment information. Click **Continue Application** to enter your payment details.

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. For eligible professionals the quantity listed for the controlled substance and/or drug control license fee may differ from your primary license, however both the primary and controlled substance and/or drug control licenses will be renewed for the same length of time.

License-Related Fees

| Fees | Qty. | Amount |
|---|------|---------|
| License Verification Application Processing Fee | 1 | \$15.00 |

TOTAL FEES: \$15.00

Note: Click Continue Application to proceed to our payment processor.

[Continue Application »](#)



Request a License Verification in MiPLUS Pt 14

After you submit payment, you will see confirmation that your request was successfully submitted.

Step 5 : Record Submitted



Your record has been successfully submitted.

Thank you for using MiPLUS.

Your record number for this transaction is: LV002498APP20.

You will need this number to check the status of your application.

[Print/View Receipt](#)

To review information submitted on this record, click [View Record Details](#) below.

[View Record Details »](#)