



PROTECT PEOPLE &
PROMOTE BUSINESS

Michigan Commercial Licensing, Enforcement and Regulation System (MiCLEAR)

Instructions: How to Renew Your License in MiCLEAR

(Fees are Non-Refundable. If you question whether you are submitting the correct application type, please call (517) 241-9221 before making a payment.)

Presented by:
Corporations, Securities and Commercial Licensing Bureau
Department of Licensing and Regulatory Affairs
CSCLOnline@Michigan.gov
(517) 241-9221

January 2023

Welcome to **MiCLEAR!** LARA's registration and renewal system for licensed professionals in Michigan.

This presentation will walk you through how to renew your license in Michigan.

Please make sure you have registered with a MiCLEAR account and have linked your license to your MiCLEAR account before starting this process. (*Look for instructional guides titled "How to Register an Account in MiCLEAR" and "How to Link Your License in MiCLEAR".*)

Important Note for Using MiCLEAR:

- ✓ You must use a desktop or laptop computer to complete the application process. You will NOT be able to use a mobile device (i.e., Smartphone, iPad, etc.).

GETTING STARTED:

- ✓ Fees are non-refundable. Please call us at (517) 241-9221 before you submit a payment to ensure you have completed the proper application type or with any questions you might have.
- ✓ You must first verify your current license status at www.michigan.gov/miclear. There, click on “Verify a License”. Enter your license number and click “Search”. If your license is in lapsed status, you may not be able to renew. Please call our office at (517) 241-9221 for assistance.

The image shows two screenshots from the MICLEAR website. The left screenshot is the homepage with a red arrow pointing to the 'Verify a License' button. The right screenshot is the 'Search for Licensee' form with red arrows pointing to the 'License Number' field and the 'Search' button.

NOTE:

- It is recommended that you use a desktop or laptop computer to complete the registration and renewal process.
- Please visit www.michigan.gov/MICLEAR for detailed instructions on using MICLEAR.

Home Licenses Enforcement

Advanced Search

Search for a Licensee

Enter information below to search for a Licensee.

Disclaimer: Licensing and registration records are made available on this website by LARA to provide immediate access to information. Errors or omissions, or for the use of information obtained from this site.

Search for Licensee

License Type: License Number:

First Name: Middle Initial: Last Name:

Business Name:

Search Clear

STEP 1:

- ✓ Proceed to the MiCLEAR website at www.michigan.gov/miclear.
- ✓ Scroll down and click “Login to MiCLEAR”.

The image shows the MICLEAR website header and navigation menu. A red arrow points to the 'Login to MiCLEAR' button.

MICLEAR

Home > Bureaus > Corporations, Securities & Commercial Licensing > Licensing Division > MiClear

Welcome to MICLEAR

The Michigan Commercial Licensing, Enforcement and Regulation System (MICLEAR) is the Department of Licensing and Regulatory Affairs, Corporations, Securities and Commercial Licensing Bureau's new online licensing and regulatory system for certain regulated and licensed professions in Michigan.

Login to MiCLEAR Verify a License File a Complaint

STEP 2:

- ✓ Log in to your account with the username/email and password you created when registering for MiCLEAR.
- ✓ Click “Sign In”.

Home Search + New License + Existing License + Complaints Help

Register for an Account Login

NOTE:

- o It is recommended that you use a desktop or laptop computer to complete the registration and renewal process.
- o Please visit www.michigan.gov/MiCLEAR for detailed instructions on using MiCLEAR.

Home Licenses Enforcement

Advanced Search

Sign In

USER NAME OR E-MAIL *

PASSWORD *

Forgot Password?

Sign In

Remember me on this device

Not Registered?
[CREATE AN ACCOUNT](#)

STEP 3:

- ✓ Click on the Licenses tab and locate your 10-digit license number (without any other letters or numbers). Then, click directly on the words “Renew License” which can be found next to your license number. Do not click on your license number. (If the words “Renew License” are not seen and it is 60 days or less until your expiration date (90 days for cemetery), please contact our office at (517) 241-9221. Do not proceed.)

Home **Licenses** Enforcement

Create an Application Search Applications

Records

Showing 1-2 of 2 |

<input type="checkbox"/>	Date	Record Number	Record Type	Expiration Date	Status	Action
<input type="checkbox"/>	01/26/2022	37[REDACTED]	Professional Investigator License	01/31/2022	Active	Renew License Additional Actions
<input type="checkbox"/>	01/25/2022	37[REDACTED]PP22	Professional Investigator Application		License Issued	

Search for Records
Enter information below to search for records.

- Site Address
- Contractor License Information
- Parcel Number
- Record Information
- Contact Information

Select the search type from the drop-down list.

STEP 4:

- ✓ Verify county and contact information & make any needed changes, if applicable, then click “Continue”. (We license many different professions which have their own various questions. If the profession you are applying for does not require these questions below, you will not see this section and can move forward to the next step.)

Security Guard Agency Renewal

1 Contact Information 2 Branch Information 3 Supporting Documentation 4 Review 5 Pay Fees 6

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

County

County Information

* If you are an Individual, select the County applicable to your license address; If you are a Business, select the County applicable to the PHYSICAL location of your business:

Clare

Save and resume later Continue

Home **Licenses** Enforcement

Create an Application Search Applications

Professional Investigator Renewal

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

Step 1: Contact Information > Contact Verification * Indicates a required field

Entity Modification

Entity Modification

* Does your organization require a change of entity name: Yes No

Address

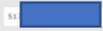
Mailing Address Modification

Current Mailing Address: 

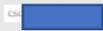
* Update Mailing Address: Yes No

Phone and Email

Phone and Email Modification

Current Primary Phone: 

* Update Primary Phone: Yes No

Current E-mail: 

* Update E-mail: Yes No

New E-mail:

Current Preferred Channel: Postal Mail

* Update Preferred Channel: Yes No

New Preferred Channel: --Select--

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

STEP 5:

- ✓ Add any required supporting documents. The required supporting documents should be listed for the specific license type you are renewing.
- ✓ Then, select “Continue” in the bottom right corner.

License Modification

1 License Holder Information	2 Supporting Documentation	3 Review	4 Pay Fees	5 Record Issuance
------------------------------	----------------------------	----------	------------	-------------------

Step 2: Supporting Documentation > Supporting Documentation

* Indicates a required field.

Attachment

The maximum file size allowed is 150 MB.
ade;adp;bat;chm;cmd;com;cpt;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Save and resume later

Continue

STEP 6:

- ✓ Review application information.
- ✓ Click "Continue".

License Modification

1 License Holder Information 2 Supporting Documentation 3 Review 4 Pay Fees 5 Record Issuance

Step 3: Review

Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue" to move on. If a certification clause is present on the screen, you must check the box to agree to the certification at the bottom of

the page before you can continue.

Record Type

License Modification

License Information

License Information

License Number: 17 [redacted]
License Expiration Date: 01 [redacted]

Edit

Name

Name Modification

Current Name: J [redacted]
Update Name: N [redacted]
Suffix:

Edit

Phone and Email

Phone and Email Modification

Current Primary Phone: 517 [redacted]
Update Primary Phone: No
Current E-mail: CSC [redacted]
Update E-mail: No
New E-mail:
Current Preferred Channel: Postal Mail
Update Preferred Channel: No
New Preferred Channel:

Edit

Address

Mailing Address Modification

Current Mailing Address: 611 W [redacted] S
Update Mailing Address: No

Edit

Attachment

Edit

The maximum file size allowed is 150 MB.

ade,adp,bat,che,cmd,com,cpl,exe,hta,htm,html,ins,ip,jar,jsp,lib,lnk,mde,mht,mhtml,misc,mp,mst,php,pif,scr,scf,shb,sys,vb,vcbe,vbs,vst,wsc,wsf,wsn are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Save and resume later

Continue

STEP 7:

- ✓ Click "Continue Application" to proceed to the payment fees page.

Professional Investigator Renewal



Step 4: Pay Fees

The application processing fee is a one-time fee for the license/registration type you have applied for. A license/registration fee will be assessed for each year your license/registration will be issued until your next renewal. A renewal fee is assessed for the complete renewal length. Application, renewal, reinstatement, relicensure, and event fees are nonrefundable.

If you choose to leave this page, without continuing on to make payment, your work will be saved to resume at a later time.

License Fees

Fees	Qty.	Amount
Professional Investigator Renewal Fee	1	\$300.00

TOTAL FEES: \$300.00

Listed below are conditions that will be applied once you submit your application. Note that these conditions must be resolved or met before you can get approval from the agency.

Requirements

Showing 1-1 of 1

Licensing - 1 Pending
Professional Investigator
Surety Bond / Certificate of Liability Insurance
Surety Bond / Certificate of Liability Insurance

[Continue Application »](#)

STEP 8:

- ✓ Click "Next" to continue onto the payment screen to enter credit card information.

Payment Method

MICLEAR Licensing Payment Request

Welcome to the CEPAS Credit Card Processing Payment Module for MICLEAR.
 This process is being used as a secure means of processing credit card authorizations.
 Payment may be made with a valid Visa, MasterCard, Discover, or American Express.
 To begin the payment process, click the "Next" button in the box below.

* Indicates required field

Choose method of payment

Pay by credit card

VISA MasterCard DISCOVER

Back **Next** **Exit**



STEP 9:

- ✓ Fill out the credit card information and then click next to proceed with payment.

Payment Information

MICLEAR Licensing Payment Request

To continue the payment process, complete the required fields and click the "Next" button in the box below.
 If you have entered a valid email address, the confirmation email will be received from noreply@fiserv.com.

* Indicates required field

Billing Address

Use Business Name

*First Name:

M.I.:

*Last Name:

*Street Line 1:

Street Line 2:

City:

State:

*Zip:

Country:

Phone:

*E-Mail:

Payment Details

*Payment Amount: 300.00 USD

Payment Method

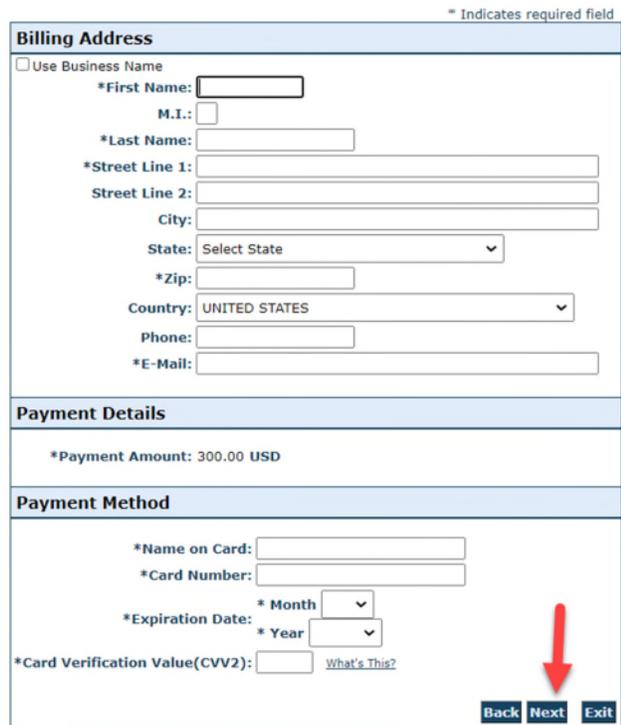
*Name on Card:

*Card Number:

*Expiration Date: * Month * Year

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

Back **Next** **Exit**



STEP 10:

- ✓ Read the disclaimer. Then, click “I Agree” in the box.
- ✓ Click on “Pay Now” to complete your renewal payment.

Payment Review

MICLEAR Licensing Payment Request

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

If you have entered a valid email address, the confirmation email will be received from noreply@fiserv.com.

I

By checking this box, I accept the payment terms and conditions of the State of Michigan Corporations, Securities, & Commercial Licensing Bureau for the amount noted. Fees paid are NON-REFUNDABLE and due at the time of submission.

I Agree

Address
Billing Address: 12 12 12
Payment Method
Credit Card VISA 12 12 12
Payment Amount
Amount: 1760.00 USD Total: 1760.00 USD
Back Pay Now Exit

STEP 11:

- ✓ Once payment is accepted, the record issuance screen will appear, letting you know that your renewal has been finalized. We see many renewals/applications started but not submitted so if you do not see confirmation that your application has been successfully submitted, please contact us. (Records beginning with TMP have not been submitted to us for review by you yet.)
- ✓ Receipts-A payment confirmation email will be sent to the email address entered during the billing address section. No additional receipt is provided.

Home Licenses Enforcement

Create an Application Search Applications

Professional Investigator Renewal

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

Step 5: Record Issuance

 Your application has been successfully submitted. Please allow 2-4 weeks for the application to be processed. Please print and retain a copy of this page for your records.

Thank you for using MICLEAR.

Your license number is [REDACTED]

 This record was locked by REQUIREMENT on 01/26/2022.
Condition: Surety Bond / Certificate of Liability Insurance Severity: Required
Total Conditions: 1 (Required: 1)

[View additional details](#)

Your application for the renewal of this license has been successfully submitted. Please allow for 2-4 weeks of processing time. The license will be issued after the application is processed. You will be notified if any additional information is required.

QUESTIONS?

Email: CSCLOnline@Michigan.gov

Phone: (517) 241-9221

