

Professional and Business Licensing Portal Overview

[Home page](#)

[Professional Licenses page](#)

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[Manage My Businesses page](#)

[Business Licenses page](#)

[Business License Detail page](#)

[Branch License Detail page](#)

I want to:

- **Add a Branch location** (business licensees)
 - Go to [Business License Detail](#) page

- **Print my license**
 - [Professional License Detail](#) page for professional licenses
 - [Business License Detail](#) page for main location licenses
 - [Branch License Detail](#) page for branch location licenses

- **Manage my employees or licensees** (business licensees)
 - [Business License Detail](#) page for main location licenses
 - [Branch License Detail](#) page for branch location licenses

- **Renew or reinstate my license**
 - [Professional Licenses](#) page for professional licenses
 - [Business Licenses](#) page for main location licenses
 - [Business License Detail page, Branches tab](#) for branch location licenses

- **Separate from my firm or employer** (professional licensee)
 - [Professional License Detail](#) page

Home page

How do I get here?

- Default page when you first log in
- Click Home link in gray navigation bar at the top of the page

What can I do here?

1. Access other pages (gray navigation bar)
2. Respond to To-Dos (if displayed)
3. Link existing licenses (first time only for professional, on-going for businesses)
4. Apply for new licenses
5. Access Help

WASHINGTON STATE DEPARTMENT OF LICENSING 1 Home Professional Licenses Business Licenses License Lookup Course Search File a Complaint Fine Payments Made Help 5 Log out [->]

This is a test site and any transactions completed here will not produce a valid license. Please go to professions.do.lwa.gov to login and complete your transaction.

Manage Your Professional and Business Licenses Online

Your To-Do's 2

Invitation to join

Name: PATRONUS SYSTEMS INC - Security Guard Company	License Type: Security Guard Company	License Number: 1096
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Designation: Unarmed Security Guard

Decline Accept

Professional Licenses

Apply For Professional License 4

Have an existing professional license?

To renew or manage you must link to your license.

Manage Existing Professional License

Business Licenses

Manage Business Account

Create Business Account

Apply For Business License

Add Training Course

Have an existing business license?

To renew or manage you must link to your license.

Link Existing Business License 3

Help 5

How to manage your professional or business license

Visit [how to set up account access for help on:](#)

- Setting up your access
- Linking your existing license
- Manage your business licenses as an administrator
- Get started managing your license

Questions? Need help?

Please contact your professional licensing program for assistance.

Professional Licenses page

How do I get here?

- Click Professional Licenses link in gray navigation bar at the top of the page

What can I do here?

1. Access other pages (gray navigation bar)
2. Make updates to personal account record (hyperlinks)
3. Perform various actions (blue menu – options available will vary by license type)
4. Click appropriate tab to view information about licenses, applications, and relationships (see tab details below)

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1 Home Professional Licenses Business Licenses License Lookup Course Search File a Complaint Fine Payments Made Help Log out [↔]

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Professional Licenses

DIANE C JOHNSON
[Update legal name](#) 2
Email: djohnson@dol.wa.gov
Alternate email: None
Mobile Phone: 555.555.5555
Other Phone: None
[Update contact information](#) 2

Mailing address:
702 Wildflower Ln
Olympia, WA 98502
[Change address](#) 2

3

- Make a Payment
- Apply for new license

4

License	License Type	Expiration Date	License Status	Renewal/Reinstatement Status	Action
20108489	Notary Public	August 01, 2024	Active	None	
20108490	Security Guard	April 26, 2021	Active	None	Renew

Licenses tab

1. Access License Detail page by clicking license number hyperlink in license list
2. Renew or reinstate license (if one of these buttons is present)

Licenses	Unsubmitted Applications	Submitted Applications	Completed Requests	Relationships	
License	License Type	Expiration Date	License Status	Renewal/Reinstatement Status	Action
20108489	Notary Public	August 01, 2024	Active	None	
1 20108490	Security Guard	April 26, 2021	Active	None	2 Renew

Unsubmitted Applications tab

- Edit or delete an application that has been begun but not yet submitted.

Licenses	Unsubmitted Applications	Submitted Applications	Completed Requests	Relationships	
New License Applications					
Profession	License Type	Application Method	Status	Last Updated	Actions
Combative Sports	Promoter	General Application	Draft	January 14, 2021 01:40 PM	Edit Delete

Submitted Applications tab

1. Pay for a license that has been submitted but not yet paid for (if Pay Fee button is displayed)
2. Download a copy of the submitted application (if Download Application button is displayed)

Licenses	Unsubmitted Applications	Submitted Applications	Completed Requests	Relationships		
New License Applications						
Application	Profession	License Type	Application Method	Status	Sub-status	Actions
TAT2100001	Body Art and Body Piercing	Tattoo Artist	General Application	Pending Payment	None	1 Pay Fee
REA2001777	Real Estate	Real Estate Broker	General Exam Application	In-Review	None	2 Download Application

Completed Requests tab

- View any Maintenance Requests that have been completed in the last 12 months.

Licenses	Unsubmitted Applications	Submitted Applications	Completed Requests	Relationships
There are no completed requests from past 12 months				

Relationships tab

- View any business for which you have an Administrator role (have access to perform tasks for a business)

Note: This is NOT where you will see your licensee relationship to a business (go to [Professional License Detail](#) page to view your licensee relationships)

Licenses	Unsubmitted Applications	Submitted Applications	Completed Requests	Relationships	
Name	Role	Title	Phone	Email	Actions
Diane's Security Co.	Administrator	Administrator	555.555.5555	dijohnson@dol.wa.gov	Separate
Diane's Divine Beauty Salon	Administrator	Owner	555.555.5555	dijohnson@dol.wa.gov	Separate
JOHNSON, DIANE C	Administrator	Administrator	555.555.5555	dijohnson@mailinator.com	Separate

Professional License Detail page

How do I get here?

1. Click Professional Licenses in the gray navigation bar
2. Click a license link from the list on the Professional Licenses page

What can I do here?

1. Access other pages (gray navigation bar)
2. Make updates to the license record or print the license (blue menu – options will vary depending on the license type)
3. Manage licensee relationships with businesses (separate from a business, or cancel an invitation)

1 Home Professional Licenses Business Licenses License Lookup Course Search File a Complaint Fine Payments Made Help Log out [→]

This is a test site and any transactions completed here will not produce a valid license. Please go to professions.dol.wa.gov to login and complete your transaction.

Professional Licenses

License Number: 21005595	License Type: Real Estate Broker	Status: Active
Name: Suzie Strawberry	First Issue Date: March 08, 2021	Sub-status: None
Current Issue Date: March 08, 2021	Expiration Date: March 08, 2023	Bad Payment: <input type="checkbox"/>

- Update Mailing Address
- Print License
- Update Print Name
- More Actions

Draft Applications or Requests

There are no draft applications

Search By: None Search Here: Search... Separate Licensee(s)

	License number	Name	Role	License Type	Relationship status	Action
<input type="checkbox"/>	13239	WINDERMERE REAL ESTATE/PUYALLUP, INC.	Broker	Real Estate Firm	Active	

Manage My Businesses page

How do I get here?

- Click the Business Licenses link in the gray navigation bar at the top of the page

What can I do here?

1. Access a business, main license, or branch license account by clicking hyperlink in the account tiles on the page (see table below)
 - You may have access at more than one account level
2. Add a new business account
3. Link an existing business account

If the name in the tile is:	Then you:
Business Entity Name Ex: <i>Best Realty LLC</i> Sole Proprietorship will be owner's name in last name, first name format Ex: <i>Sampson, Alicia</i>	<ul style="list-style-type: none"> • Are linked at Business Account level. • Can perform tasks related to the business and all associated main and branch licenses and all associated employees/licensees
Business Entity Name-License Type Extension Ex: <i>Best Realty LLC-Real Estate Firm</i>	<ul style="list-style-type: none"> • Are linked at Main License Account level. • Can perform tasks related to a single license and any associated branches and employees/licensees
Business Entity Name-Branch License Type Extension Ex: <i>Best Realty LLC-Real Estate Branch</i>	<ul style="list-style-type: none"> • Are linked at Branch License Account level. • Can perform tasks related to a single branch and any associated employees/licensees.

Business Licenses page

How do I get here?

1. Click the Business Licenses link in the gray navigation bar
2. Click the business name link in one of the tiles on the Manage My Businesses page

What can I do here?

1. Access other pages (gray navigation bar)
2. Make updates to business account record (hyperlinks)
3. Perform various actions for the business account (blue menu available at **Business Account level only** – options available will vary by license type)
4. Click the appropriate tab to view information about licenses, applications, and relationships (see tab details below).

Accessed from Business Account tile

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Business Licenses

JOHNSON, DIANE C

UBI: 601-250-353

Email: dijohnson@mailinator.com

Business email: dijohnson@mailinator.com

Business Phone: 555.555.5555

Primary Contact Name: Diane Johnson

Primary Contact Phone: 555.555.5555

[Update business information](#) 2

- 3 Apply for Business License
- Close Your Business
- Update Business Name
- Cosmetology Student/Apprentice Hours
- Make a Payment
- More Actions

4 Licenses Account Relationships Unsubmitted Applications Submitted Applications More ▾

License	License Type	Expiration Date	License Status	Sub-status	Renewal/Reinstatement Status	Action
21000027	Salon Shop	February 02, 2022	Active	None	None	

Licenses tab

1. Access License Detail page by clicking license number hyperlink in license list
2. Renew or reinstate license (if one of these buttons is present)

Licenses						
Account Relationships		Unsubmitted Applications		Submitted Applications		More
License	License Type	Expiration Date	License Status	Sub-status	Renewal/Reinstatement Status	Action
1 21000027	Salon Shop	March 15, 2021	Active	None	None	2 Renew

Account Relationships tab

1. Remove Administrators for the Business Account, Main License Account, or Branch License Account, depending on which level you are currently viewing
 - Every business must have at least one Administrator. If there is only one in the list, you must add another Administrator before you can remove the existing one.
2. Add Administrators for the Business Account, Main License Account, or Branch License Account, depending of which level you are currently viewing

Note: This is NOT where you will see your licensee relationships to employees or licensees (go to [Business License Detail](#) or [Branch License Detail](#) page to view your employee/licensee relationships)

Account Relationships						
Licenses		Unsubmitted Applications		Submitted Applications		More
Name	Role	Email	Status	Actions		
Diane Johnson	Administrator	dijohnson@dol.wa.gov	Active	1 Remove	2 Add Administrator	

Unsubmitted Applications tab

- Edit or cancel an application that has been begun but not yet submitted.

Licenses	Account Relationships	Unsubmitted Applications	Submitted Applications	More▼
New License Applications				
Profession	License Type	Application Method	Last Updated	Actions
Cosmetology	School	General Application	January 14, 2021 01:30 PM	Edit Delete

Submitted Applications tab

1. Download a copy of the submitted application (if Download Application button is displayed)
2. Pay for a license that has been submitted but not yet paid for (if Pay Fee button is displayed)

Licenses	Account Relationships	Unsubmitted Applications	Submitted Applications	More▼		
New License Applications						
Application	Profession	License Type	Application Method	Status	Sub-status	Action
AUC2100001	Auctioneers and Auction Company	Auction Company	General Application	In-Review	None	1 Download Application
CBS2100001	Combative Sports	Promoter	General Application	Pending Payment	None	2 Pay Fee

Completed Requests tab (May need to click More to see this tab)

View any Maintenance Requests that have been completed in the last 12 months.

Licenses	Account Relationships	Unsubmitted Applications	Completed Requests	More▼
You have no completed requests from past 12 months				

Business License Detail page

How do I get here?

1. Click the Business Licenses link in the gray navigation bar
2. Click on business name link on one of the tiles on the Manage My Businesses page
3. Click a license link in the Licenses list on the Business Licenses page

What can I do here?

1. Access other pages (gray navigation bar)
2. Perform various actions for the business license (blue menu – options available will vary by license type). Tasks common to all license types include:
 - Print the license
 - Update license address or other contact information
 - Update Doing Business As (DBA) name
3. Click appropriate tab to view information about branch licenses, license applications, and employee/licensee relationships for this location (see tab details below).

WASHINGTON STATE DEPARTMENT OF LICENSING

Home Professional Licenses **Business Licenses** License Lookup Course Search File a Complaint Fine Payments Made Help Log out [→]

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Business Relationships

License Number: 21005747	License Type: Real Estate Firm	Status: Active	Print License Add Branch License Finding More Actions
Business Name: Strawberry Sweet Homes	Doing Business As: None	Phone: 555.555.5555	
Email: dijohnson@dol.wa.gov	Physical Address: 714 Wily St NW Olympia, WA	Mailing Address: 714 Wily St NW Olympia, WA	
First Issue Date: June 24, 2021	Current Issue Date: June 24, 2021	Expiration Date: June 24, 2023	
Sub-status: None	Web-Address: None	Discipline: None	
Program: Real Estate			

3 Branches **License Relationships** Unsubmitted Applications Submitted Applications Completed Requests

Branches tab

1. Access branch licenses by clicking license number link in list
2. Renew or reinstate branch license (if one of these buttons is present)

Branches	License Relationships	Unsubmitted Applications	Submitted Applications	Completed Requests		
License	License Type	Expiration Date	License Status	Sub-status	Renewal/Reinstatement Status	Action
20108591	Real Estate Branch	April 09, 2021	Active	None	None	Renew

License Relationships tab (default tab)

1. Remove Administrators at the Main License Account level
2. Add Administrators at the Main License Account level
3. Export a list of employees/licensees to a spreadsheet
4. Search for employees/licensees
5. Separate employees/licensees from your business
6. Add licensees to your business (**Public Protection companies/agencies** – use Add Employees link in blue menu)

Branches	License Relationships	Unsubmitted Applications	Submitted Applications	Completed Requests			
Name	Role	Email	Status	Actions			
Mary Marionberry	Administrator	marionberry@mailinator.com	Active	Remove			
Diane Johnson	Administrator		Active	Remove			
				Add Administrator			
Licensee Relationships							
Search By	Search Here						
None	<input type="text" value="Search..."/>						
License Number	Name	License Type	License Status	Expiration Date	Association Type	Relationship Status	Actions
20108470	Mary Marionberry	Real Estate Managing Broker	Active	August 20, 2022	Designated Broker	Active	Export Separate Licensee(s)
							Add Licensee

Unsubmitted Applications tab

Unsubmitted Applications will be displayed only if you have access through the Business Account.

- Edit or delete an application that has been begun but not yet submitted.

Licenses	Account Relationships	Unsubmitted Applications	Submitted Applications	More
New License Applications				
Profession	License Type	Application Method	Last Updated	Actions
Real Estate	Real Estate Branch	General Application	June 23, 2021 03:26 PM	Edit Delete

Submitted Applications tab

Submitted Applications will be displayed only if you have access through the Business Account.

1. Download a copy of the submitted application (if Download Application button is displayed)
2. Pay for a license that has been submitted but not yet paid for (if Pay Fee button is displayed)

Licenses	Account Relationships	Unsubmitted Applications	Submitted Applications	More		
New License Applications						
Application	Profession	License Type	Application Method	Status	Sub-status	Action
AUC2100001	Auctioneers and Auction Company	Auction Company	General Application	In-Review	None	1 Download Application
CBS2100001	Combative Sports	Promoter	General Application	Pending Payment	None	2 Pay Fee

Completed Requests tab (may have to click More to view this tab)

- View any Maintenance Requests that have been completed in the last 12 months.

Licenses	Account Relationships	Unsubmitted Applications	Completed Requests	More
You have no completed requests from past 12 months				

Branch License Detail page

How do I get here?

1. Click the Business Licenses link in the gray navigation bar
2. Click the business name link on one of the tiles on the Manage My Business page
3. Click the license link for the main location license on the Business Licenses page
4. Click the Branches tab on the Business License Detail page
5. Click a license link in the Branches list

What can I do here?

1. Access other pages (gray navigation bar)
2. Perform various actions for the branch license (blue menu – options available will vary by license type). Common tasks include:
 - Print the license
 - Update license address or contact information
 - Update DBA name
3. View information about employee/licensee relationships for this location (see details on individual tabs below).

The screenshot shows the Washington State Department of Licensing website. The navigation bar includes links for Home, Professional Licenses, Business Licenses, License Lookup, Course Search, File a Complaint, Fine Payments Made, Help, and Log out. A yellow banner below the navigation bar states: "This is a test site and any transactions completed here will not produce a valid license. Please go to professions.dol.wa.gov to login and complete your transaction." The main content area is titled "Business Relationships" and displays details for a Real Estate Branch license. A red circle with the number "2" highlights the blue action menu on the right side of the details table.

License Number: 20108591	License Type: Real Estate Branch	Status: Active	Finding
Business Name: Strawberry Sweet Homes	Doing Business As: None	Phone: 555.555.5555	Update Physical Address
Email: strawberry@mailinator.com	Physical Address: 722 Buckle Ln SE Olympia, WA	Mailing Address: 722 Buckle Ln SE Olympia, WA	Update License Webaddress
First Issue Date: April 09, 2019	Current Issue Date: April 09, 2019	Expiration Date: April 09, 2021	More Actions
Sub-status: None	Web-Address: None	Discipline: None	
Program: Real Estate			

Branch Administrator tab

1. Remove Administrators at Branch License Account level
2. Add Administrators at Branch License Account level
3. Export a copy of the licensee list to a spreadsheet
4. Search for employees/licensees
5. Separate an employee/licensee from the branch
6. Add a licensee to a branch

Name	Role	Email	Status	Actions
Suzie Strawberry	Administrator	strawberry@mailinator.com	Active	Remove

Licensee Relationships

Search By: None | Search Here: Search...

License Number	Name	License Type	License Status	Expiration Date	Association Type	Relationship Status	Actions
20108469	Suzie Strawberry	Real Estate Managing Broker	Active	August 20, 2022	Branch Manager	Active	Add Licensee

Unsubmitted Applications tab

- Edit or cancel an application that has been begun but not yet submitted.

Request Type	Request Against	Status	Last Updated	Actions
Update Physical Address	Driver Training School Branch	Draft	June 24, 2021 10:51 AM	Edit Delete

Submitted Applications tab

- View submitted Maintenance Request application

Licenses	Branch Administrator	Unsubmitted Applications	Submitted Applications	More ▾
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Maintenance Request Applications

Request	Request Type	Request Against	Status
REQ-66384	Update Physical Address	Driver Training School Branch	Under Review

Completed Requests tab (may have to click More to see this tab)

- View any Maintenance Requests that have been completed in the last 12 months.

Licenses	Account Relationships	Unsubmitted Applications	Completed Requests	More ▾
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You have no completed requests from past 12 months