

MARCH 2021

# DELPROS Portal Dashboard – License Look Up



# License Look-Up

Complete a license look-up on the DELPROS Portal by following the below steps

DELPROS  
PORTAL

The screenshot shows the top navigation bar of the Delaware.gov website with links for Agencies, News, Topics, and Contact. Below this is the logo for the Division of Professional Regulation, Department of State, with the tagline "ENFORCING PROFESSIONAL STANDARDS". A mission statement is displayed: "Our Mission is to credential qualified professionals to ensure the protection of the public's health, safety, and welfare." Below the mission statement are three main service tiles, each with an information icon (i) and a "GO" button:

- Search & Verify License**: Look up public information on professional licenses and applicants. The "GO" button is highlighted with a red box.
- Apply/Manage a License and Service Requests**: File a new license application, manage existing licenses, request license services or initiate service requests.
- File a Complaint**: File a complaint against a Delaware person or business.

Go to: [delpros.delaware.gov](https://delpros.delaware.gov)

1. Click the **GO** button to look-up for licenses.

# License Look-Up

Complete a license look-up on the DELPROS Portal by following the below steps

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The screenshot shows the DELPROS License Look-Up page. The navigation bar includes 'DASHBOARD', 'LICENSE LOOK-UP', 'FILE A COMPLAINT', 'SERVICE REQUEST', and 'CONTINUING EDUCATION'. The 'LICENSE LOOK-UP' link is highlighted with a red box. A green callout box points to it with the text 'You can also access License Look Up here'. Below the navigation bar, the page title is 'License Look-Up'. The main content area contains instructions on how to search for a license, including a note about approval numbers and disciplinary history. A search form is located below the instructions, with a red box around the 'INDIVIDUAL' and 'FACILITY' selection options. A blue callout box points to this area with the text '2. Select Individual or Facility and fill in the required information to conduct your search'. The search form includes fields for Last Name, First Name, City, State, Profession, Type, and License/Approval Number. A red box highlights the entire search form area. A blue callout box points to the 'SEARCH' button with the text '3. Click the SEARCH button.'.

DASHBOARD LICENSE LOOK-UP FILE A COMPLAINT SERVICE REQUEST CONTINUING EDUCATION 0

## License Look-Up

To look up a license, first select 'INDIVIDUAL' or 'FACILITY' under the search options. Then click the 'SEARCH' button. The information requested will be displayed in a list at the bottom of the screen. To view more details on the license or to view a printer friendly version, click the 'Number' under the **License/Approval Number** column. Then click 'VIEW MORE INFO'.

**NOTE:** Approval Numbers are only for Real Estate Instructors. If the number in the **License/Approval Number** field begins with 'L2K' or 'APP', it is not yet a fully approved and issued license.

To view any disciplinary history on the license, click 'Yes' under the **Discipline** column. To download the disciplinary document, click 'View' next to each document.

If you require a verification in writing, click [Request Written Verification](#) for instructions.

**\*\*Disclaimer:** DELPROS online verifications are considered *primary source verifications* and are free of charge. These online license verifications contain real time information from our DELPROS licensure database.

Search

**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		
<input type="text"/>	<input type="text"/>		
City	State		
<input type="text"/>	<input type="text" value="--Select--"/>		
Profession	Type	License/Approval Number	
<input type="text" value="--None--"/>	<input type="text" value="--None--"/>	<input type="text"/>	

SEARCH

# License Look-Up

Complete a license look-up on the DELPROS Portal by following the below steps

**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 EST Time is **Mar 08, 2021 22:05 EST**

Name	Profession	License/Approval Number	Type	Application Type	Status	Discipline	Street Address	City	State	Zip Code
ADAM C. LASTNAME104192	Dentistry	<a href="#">G1-0001281</a>	Dentist	Examination	Active	No		DOVER	DE	19904
ADAM C. LASTNAME104192	Dentistry	<a href="#">G3-0000356</a>	Dentist Limited-Resident	Initial Application	Closed	No		DOVER	DE	19904
Alan W LastName5985	Dentistry	<a href="#">G1-0000579</a>	Dentist	Examination	Expired	No		DOVER	DE	19904
Alexandra Hope LastName147890	Dentistry	<a href="#">G2-0002957</a>	Dental Hygienist	Reciprocity	Active	No		DOVER	DE	19901

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

# License Look-Up

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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

**SEARCH**

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

# License Look-Up

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

**License Look Up**

ADAM C.  
LASTNAME104192

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

To print the online verification, click the 'PRINTER FRIENDLY VERSION' button.

To view any disciplinary documents, click on the 'View' link next to Yes for discipline. Then click 'View' next to the Title to download. If there is more than one document, you must click 'View' to download each one.

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Current EST Time is  
Mar 08, 2021 22:10 EST

Status  
**Active**

Profession  
**Dentistry**

Type  
**Dentist**

Application Type  
**Examination**

License/Approval Number  
**G1-0001281**

Issue Date  
**06/25/2009**

Expiration Date  
**05/31/2022**

Street Address  
**DOVER**

Zip Code  
**19904**

City  
**DOVER**

State  
**DE**

Discipline  
**No**

[PRINTER FRIENDLY VERSION](#)

Click **Printer Friendly Version** to download and print an online verification.

# License Look-Up

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The screenshot shows the DELPROS License Look-Up interface. At the top, there are navigation links: HOME, LICENSE LOOK-UP, FILE A COMPLAINT, and LOG IN. The main heading is "License Look-Up". Below this, there is a search form with fields for Last Name (filled with "lastname25220"), First Name (filled with "gregory"), City, State (dropdown), Profession (dropdown with "Medical Practice"), and Type (dropdown with "Physician M.D."). A "SEARCH" button is present. Below the search form, there is a table of search results. The first row is highlighted, and a blue callout box points to the "Discipline" column, which contains the value "Yes". A second blue callout box points to the "View" link in the "Discipline" column of the same row. A third blue callout box points to the "View" link in the "Discipline" column of the second row. A fourth blue callout box points to the "View" link in the "Discipline" column of the third row. A fifth blue callout box points to the "View" link in the "Discipline" column of the fourth row. A sixth blue callout box points to the "View" link in the "Discipline" column of the fifth row. A seventh blue callout box points to the "View" link in the "Discipline" column of the sixth row. A red box highlights the "View" link in the "Discipline" column of the sixth row. A red box highlights the "OK" button in the bottom right corner of the page.

**7. Licenses with Disciplines are shown here. Click **Yes** to view more details and download the Board Order for the Discipline**

**8. Click **VIEW** to open and download each document. Click **OK** to close the box.**

Title	Description	View
28-Villabona-Gregory-Consent-2008.pdf	Consent Agreement 2008	View
28-Villabona-Gregory-Discipline-2003.pdf	Disciplinary Order 2003	View
28-Villabona-Gregory-Discipline-2007.pdf	Disciplinary Order 2007	View
28-Villabona-Gregory-Discipline-2018.pdf	Disciplinary Order 2018	View
28-Villabona-Gregory, M.D.-Discipline-2019.pdf	Disciplinary Order 2019	View

Name	Profession	License/Approval Number	Type	Application Type	Status	Discipline	Street Address	City	State	Zip Code
Gregory LastName25220	Medical Practice	C1-0004007	Physician M.D.	Initial Application	Closed	Yes		DOVER	DE	199042439