

## Search Tips

➤ A licensee can be searched by entering information in any of the available search fields, or any combination of the available search field options. Below are some tips to help you have a successful search.

1. **Search by existing license number.** License numbers are made up of the three letter acronym for the Board; the acronym for the license type; the letters LIC; and then the license number; each separated by a dash. For example: a guide licensed by the Board of Outfitters will have a license number like this: OUT-GUD-LIC-8546211

If you do not know the preceding letters to the license number you can enter a “wild card” by entering the percent sign (%) and then the numbers. For the above example you would enter %8546211. The system will return licenses from all boards that end with those numbers.

2. **Search by name.** You can search by ‘First’ and ‘Last Name’ to find an individual, or the ‘Business Name’ to find a licensed business. Alternatively, you can enter the last name only and the system will return all licenses that match that last name. You can then find and select the licensee you are interested in from the list presented.

3. **Search by Licensing Board and/or License Type.** If you select only the ‘Licensing Board’ and ‘License Type’ the system will return a large number of records. You can scroll through the returned records to find the license you are looking for. You will get fewer records returned if you enter a first and/or last name along with Licensing Board and/or License Type.

**NOTE: Searches are most productive if you can narrow the search to return only the record you are looking for. When you are not sure of an exact spelling, use the percent sign (%) as a wildcard to help you find the needed information.**