HOW TO REQUEST FOR A DUPLICATE LICENSE

If you have an active license, please do not create a new account. Please contact a customer service representative at 1.866.270.9817 for assistance with accessing your existing license record.

If you have previously logged in to the licensing portal, skip to STEP 8.

2. Access the licensing portal under Licensing Services on the right hand side by selecting “Click here”
3. Click “Forgot your Password”
4. Enter license prefix (SO,SPO,SCP,PD) and license number
5. Click “Submit”
6. Enter confirmation code and click “Continue” OR click on the link provided from the email confirmation
7. Create new password
8. Log in using license number and password
9. Click “My Applications” located at the top left on the blue bar
10. Navigate to the license type for which you wish to request a duplicate
11. Next to the “License Update Request,” click “Begin”
12. Click on “Request License Update”
   a. Verify that your address, phone number, and email are correct
   b. If you need to make a correction, click “Update Address”
   c. Once you are done correcting the information, on the top left click on “My Applications” then “Current Applications” to return to your application
13. Click “Pay Fees”