



CANNON BUILDING
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STATE OF DELAWARE

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EMAIL: customerservice.dpr@delaware.gov

WRITTEN LICENSE VERIFICATION REQUEST FORM

Instructions – Complete this form **ONLY** if **YOU** are the **NOT** the licensee who needs the Verification sent to another jurisdiction/agency. To use this form, you must be requesting a license verification for **someone else’s license**. After you complete the form, email it to DOSDPR_STEMS@delaware.gov. The licensee will receive an email advising them to pay the fee. The licensee has the ability to delegate the fee if necessary. When payment is received, the verification will be processed and sent by email to the recipient below. A copy will also be sent to the licensee. **DO NOT use this form to request a license verification of your own license! If you need to request a license verification of your own license, login to DELPROS and submit a License Verification service request.**

1. REQUESTER INFORMATION

First Name: _____
Last Name: _____
Organization Name: _____
Email: _____ (for confirmation)

Street: _____
P.O. Box: _____ City: _____
State: _____ Zip: _____
Phone(s): _____

2. LICENSEE INFORMATION

If licensee is a person:

First Name: _____
Last/Family Name: _____
Profession: _____
Delaware License Number: _____

If licensee is a business or organization:

Name: _____
Location: _____
City: _____
State: _____ Zip: _____
Delaware License Number: _____

3. WRITTEN VERIFICATION RECIPIENT INFORMATION

Recipient Name: _____
Recipient Organization: _____
Recipient Email address: _____

4. TYPE OF VERIFICATION (Choose Standard or Special)

- Standard Verification (Includes license status, expiration date and disciplinary indicator) - \$35.00**
 - If you wish to verify a Delaware Physician M.D., Physician D.O., ACGME Training, Physician-Limited license, or Physician Assistant do **not** submit this form unless the verification is for the Veterans Administration. You must submit your request to [VeriDoc](#).
 - If you wish to verify a Delaware RN or LPN license, do **not** submit this form unless the verification is for a visa screen or for the Veterans Administration. Either print out an [DELPROS online verification](#) or go to www.nursys.com.
- Special Verification - \$45.00 (Includes the Standard Verification plus additional information)**
 - Accountancy CPA Exam Scores**
CPA Exam Score verification is available only to persons who hold Delaware Accountancy Permits or Certificates. All others must order a [Candidate Score Transfer](#) from the National Association of State Boards of Accountancy (NASBA).
 - Accountancy School Verification**
 - Architect Exam Scores**
 - Cosmetology/Barbering Practical/Theory Exam Scores**
 - Cosmetology/Barbering Apprentice Hours**
 - Cosmetology/Barbering School Verification**
 - Dental Exam Scores**
 - Geology Exam Scores**
 - Real Estate Licensure History**
 - Professional Land Surveyors Scores**
 - Verification of Supervised Hours (specify license type _____)**