



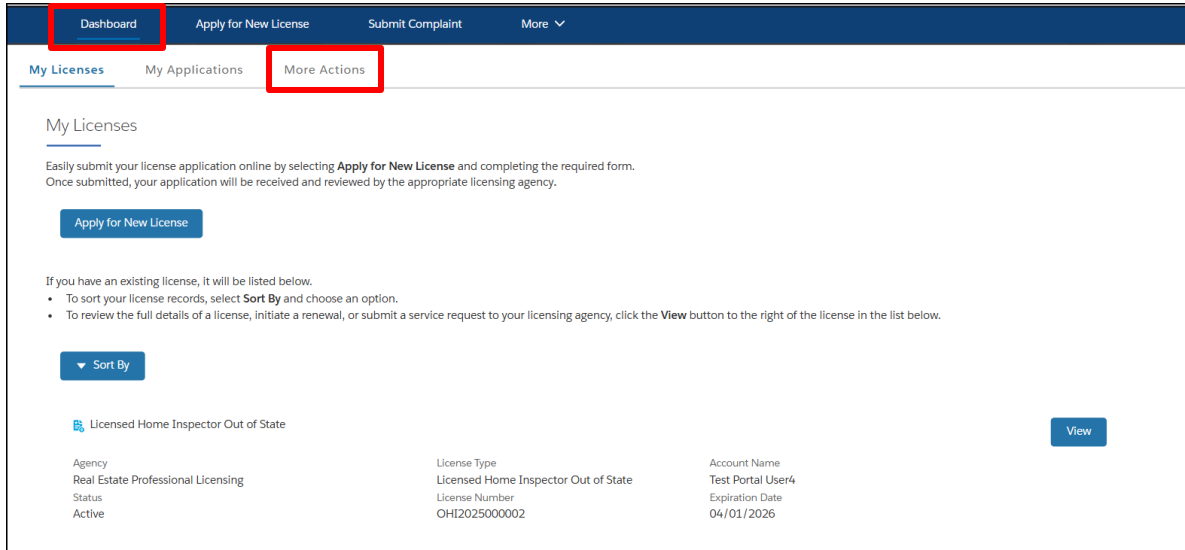
**Department of
Administrative
Services**

Claiming a License Post-Registration

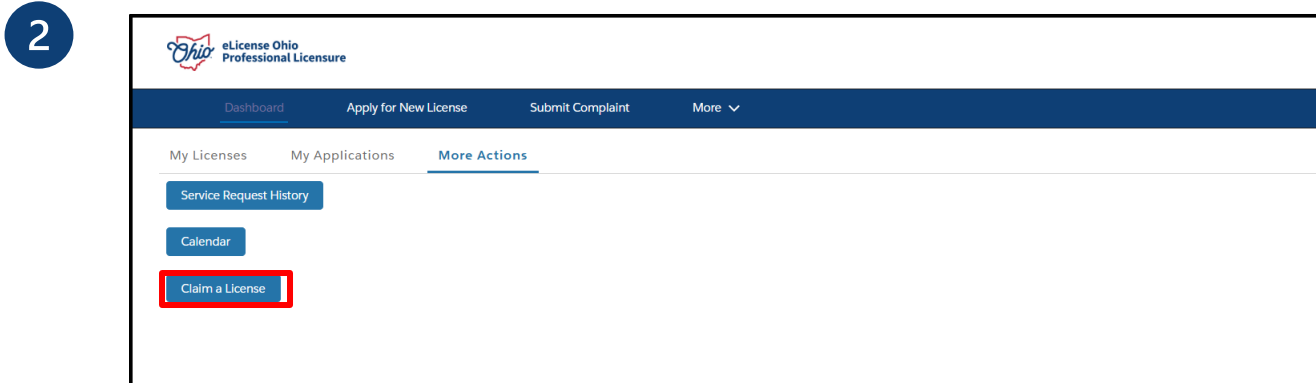
Claiming a License Post-Registration (1 of 3)

If you did not claim your license during registration, you can claim your license from the Portal:

- 1 Click the **Dashboard** tab, then navigate to the **More Actions** subtab.



Select **Claim A License**.



- 3 Select **Yes** to claim additional licenses and then **Next**.

Claim License

If you are a current license or permit holder and your certificate is not displayed below, continue with the 'Yes' selected and click 'Next'. You will be prompted to enter your license or permit number. Repeat for each of your certificates.

Once all license or permits have been selected, select 'No' below, then click 'Next' to exit.

107 of 107 items

Name	Type	Agency Name
2025	Home Inspector Application	Real Estate Professional Licensing
LPR.2025	Land Professional	Real Estate Professional Licensing
OHI.2025000001	Home Inspector Application	Real Estate Professional Licensing
OHI.2025000003	Home Inspector Application	Real Estate Professional Licensing
LPR.2025000004	Land Professional	Real Estate Professional Licensing
OHI.2025000006	Home Inspector Application	Real Estate Professional Licensing
LPRO.2025000007	Licensed Home Inspector Out of State	Real Estate Professional Licensing
LPR.2025000008	Land Professional	Real Estate Professional Licensing
BRK.2025000011DONOTUSE	Military Temporary	Real Estate Professional Licensing
2025000012	Brokerage	Real Estate Professional Licensing

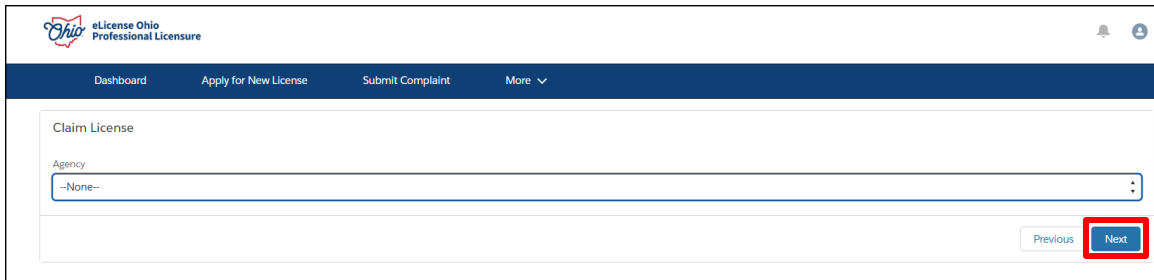
Do you have other licenses/permits not shown above that you need access to?

Yes No

[Next](#)

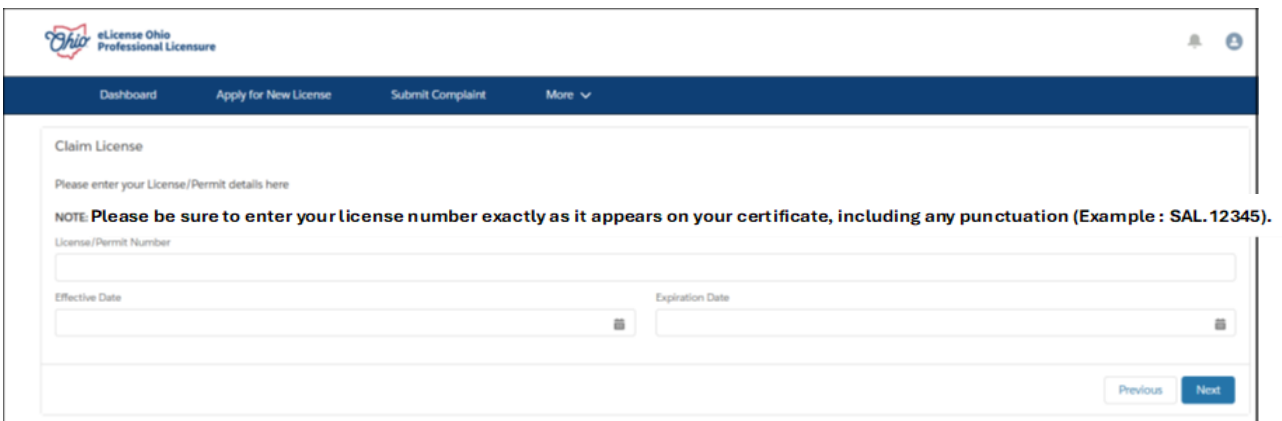
Claiming a License Post-Registration (2 of 3)

4 Input Real Estate Professional Licensing and select **Next**.



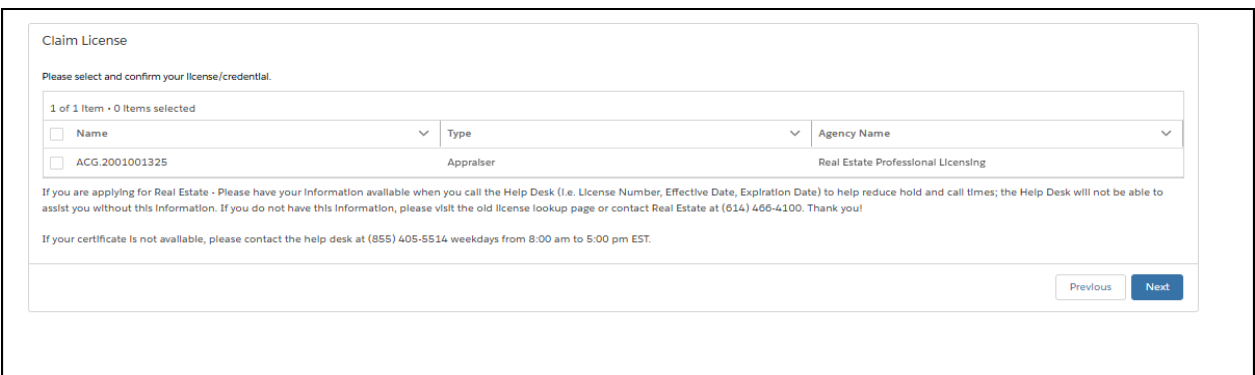
The screenshot shows the 'Claim License' page. At the top, there is a navigation bar with 'Dashboard', 'Apply for New License', 'Submit Complaint', and 'More'. Below this, the 'Claim License' section has a dropdown menu for 'Agency' with '--None--' selected. At the bottom right, there are 'Previous' and 'Next' buttons, with the 'Next' button highlighted by a red box.

5 Input the license details then select **Next** to search.



The screenshot shows the 'Claim License' page with input fields for 'License/Permit Number', 'Effective Date', and 'Expiration Date'. A note reads: 'NOTE Please be sure to enter your license number exactly as it appears on your certificate, including any punctuation (Example : SAL.12345)'. At the bottom right, there are 'Previous' and 'Next' buttons, with the 'Next' button highlighted.

6 Once the license populates, ensure to select the **checkbox** to claim the license. Select **Next**.



The screenshot shows the 'Claim License' page with a table of license entries. The table has columns for 'Name', 'Type', and 'Agency Name'. There is one entry with a checkbox, 'ACG.2001001325', 'Appraiser', and 'Real Estate Professional Licensing'. Below the table, there is a note: 'If you are applying for Real Estate - Please have your Information available when you call the Help Desk (i.e. License Number, Effective Date, Expiration Date) to help reduce hold and call times; the Help Desk will not be able to assist you without this Information. If you do not have this Information, please visit the old license lookup page or contact Real Estate at (614) 466-4100. Thank you!'. At the bottom right, there are 'Previous' and 'Next' buttons, with the 'Next' button highlighted.

Claiming a License Post-Registration (3 of 3)

- 7 Repeat steps 5-6 to claim additional licenses. Once all licenses are claimed, select **No** to indicate no other licenses need to be claimed. Select **Next**.

Claim License

If you are a current license or permit holder and your certificate is not displayed below, continue with the "Yes" selected and click "Next". You will be prompted to enter your license or permit number. Repeat for each of your certificates.

Once all license or permits have been selected, select "No" below, then click "Next" to exit.

Name	Type	Agency Name
2025	Home Inspector Application	Real Estate Professional Licensing
LPR.2025	Land Professional	Real Estate Professional Licensing
OHI.2025000001	Home Inspector Application	Real Estate Professional Licensing
OHI.2025000003	Home Inspector Application	Real Estate Professional Licensing
LPR.2025000004	Land Professional	Real Estate Professional Licensing
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LPR.2025000008	Land Professional	Real Estate Professional Licensing
BRK.2025000011DONOTUSE	Military Temporary	Real Estate Professional Licensing
2025000012	Brokerage	Real Estate Professional Licensing

Do you have other licenses/permits not shown above that you need access to?

Yes

No

Next

- 8 Select **Finish** to complete the claiming process.

eLicense Ohio Professional Licensure

Apply for New License Submit Complaint More

Claim License

You are about to exit the Claim a License process.

To finish: Click **Finish** to submit your request and return to the main portal. You can view all your claimed licenses or permits on the **My Licenses** page.
To go back: Click **Previous** to return to the last step and continue searching for or claiming a license.

Previous Finish