

## Print a License Document

### Before You Begin

**Important!** If this is the **first time** you've accessed the system, you must link your license before you can print the license document.

- See [Create your user access to the Professional and Business Licensing System](#) for detailed instructions.

You'll have 3 options to generate your license:

- **Self-print:** Electronic document downloaded within minutes
- **Email:** Electronic document sent by email, received the next day
- **Mail:** Paper document sent by mail, usually received within 2 – 4 weeks
  - There is a \$5 fee for **each** paper license

You'll begin by navigating to the appropriate license.

- To print a **Professional license**, start at [Navigate to a Professional License](#).
- To print a **Business license**, start at [Navigate to a Business License](#).

### Navigate to a Professional License

1. **Click** Professional Licenses link from the top menu of the Professional and Business Licensing Home page.



2. Click the link for the license you want to print.

**Professional Licenses**

**Barry Blueberry**  
[Update legal name](#)

Email: [barryblueberry@mailinator.com](mailto:barryblueberry@mailinator.com)  
Alternate email: None  
Mobile Phone: 555.555.5555  
Other Phone: None  
[Update contact information](#)

Mailing address:  
722 Buckle Ln SE  
Olympia, WA 98501  
[Change address](#)

[Apply for new license](#)

Licenses	Unsubmitted Applications	Submitted Applications	Completed Requests	Relationships	
License	License Type	Expiration Date	License Status	Renewal/Reinstatement Status	Action
<a href="#">20108468</a>	Real Estate Managing Broker	August 20, 2022	Active	None	

3. Go to [Select Delivery Method](#).

## Navigate to a Business License

1. Click Business Licenses link from the top menu of the Professional and Business Licensing Home page.

WASHINGTON STATE DEPARTMENT OF LICENSING

Home Professional Licenses **Business Licenses** License Lookup Course Search

## Manage Your Professional and Business Licenses Online

To reduce the economic burden of those impacted by COVID-19 related closures, the Department of Licensing will waive late fees for licenses that expire on or before August 31, 2020. Refunds are being issued for any late fees already paid during this period of time.

2. Click link in tile for business you're printing the license for.

**Manage My Businesses**

[Huckleberry Heavenly Homes, LLC-Real Est...](#)

huckleberry@mailinator.com

**UBI**

999-988-877

[Blueberry Blessed Abodes, Inc](#)

blueberry@mailinator.com

**UBI**

852-987-654

3. Click the link for the license you want to print.

**Business Licenses**

**Blueberry Blessed Abodes, Inc**

UBI: 852-987-654

Email: blueberry@mailinator.com

Business email: blueberry@mailinator.com

Business Phone: 555.555.5555

Primary Contact Name: Barry Blueberry

Primary Contact Phone: 555.555.5555

[Update business information](#)

[Apply for Business License](#)

[Close Your Business](#)

[Update Business Name](#)

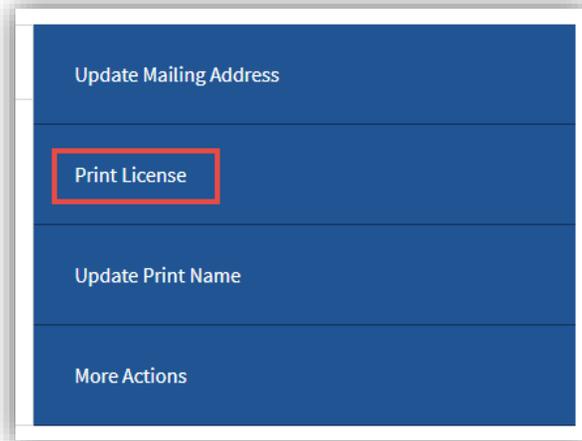
[More Actions](#)

Licenses	Administrator	Unsubmitted Applications	Submitted Applications	More		
License	License Type	Expiration Date	License Status	Sub-status	Renewal/Reinstatement Status	Action
20108473	Real Estate Firm	August 20, 2022	Active	None	None	

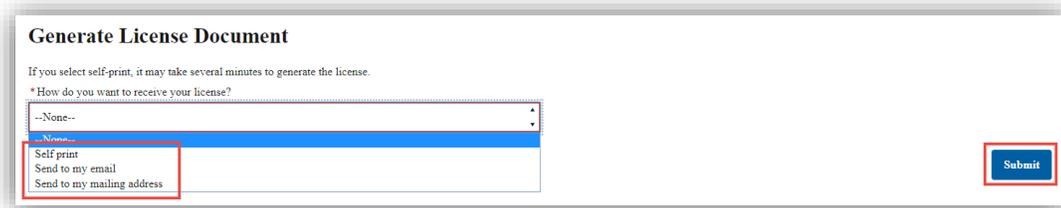
4. Go to [Select Delivery Method.](#)

## Select Delivery Method

1. **Click** Print License from the right-hand menu on the license detail page.
  - Selection may appear in a different place within the menu.



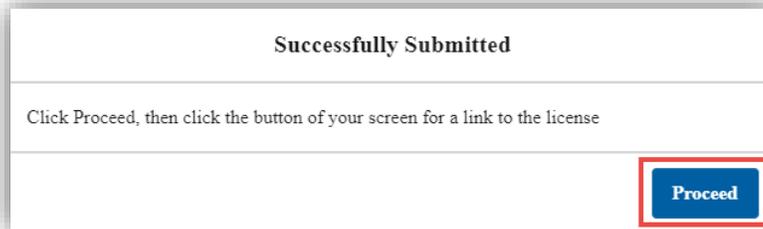
2. **Select** the delivery method for the license from the dropdown and click Submit.

A screenshot of a form titled 'Generate License Document'. Below the title is a note: 'If you select self-print, it may take several minutes to generate the license.' The main question is '\*How do you want to receive your license?'. There is a dropdown menu with the following options: '--None--', 'None', 'Self print', 'Send to my email', and 'Send to my mailing address'. The 'Self print' option is highlighted with a red rectangular border. To the right of the dropdown is a blue 'Submit' button with a red border.

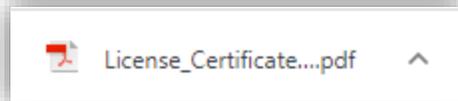
- **Self-print:** Go to [Self-Print License](#)
- **Email:** **Click** Ok at the pop-up.
  - The **next day**, you'll receive an email (sent to the email address on file) with the license document as a PDF attachment.
- **Mail:** Go to [Printed License](#)

## Self-Print License

1. It will take 2-3 minutes to generate the license.
2. **Click** the Proceed button at the pop-up.

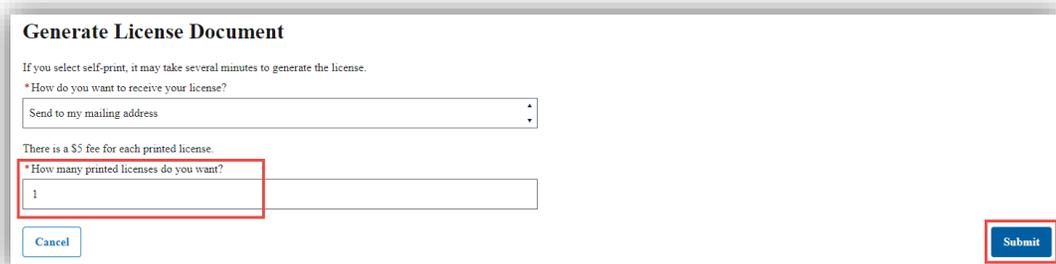


3. The downloaded document link will appear in the lower left-hand corner of the screen.
  - It may take several moments before it appears.
  - If you don't see a link, check the Downloads folder on your computer.

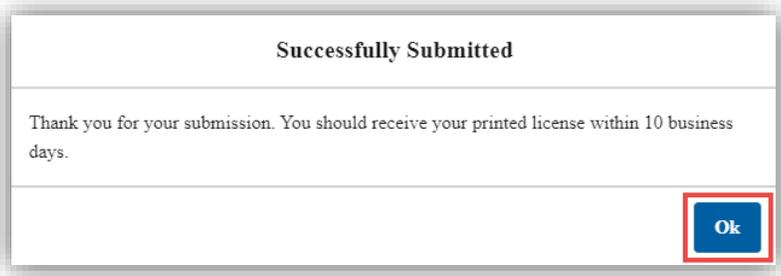


## Printed License

1. **Enter** the number of license copies you want to print and **click** Submit.
  - There is a \$5 fee for **each** copy.

A screenshot of a web form titled "Generate License Document". The form has a white background and a gray border. At the top, it says "If you select self-print, it may take several minutes to generate the license." Below this, there is a dropdown menu with the text "Send to my mailing address". Underneath, it says "There is a \$5 fee for each printed license." followed by a text input field with the number "1" inside. The input field is highlighted with a red rectangular border. At the bottom left, there is a "Cancel" button, and at the bottom right, there is a blue "Submit" button with white text.

2. **Click Ok** at the pop-up.



3. **Go through** the all payment screens to pay for the license(s). Continue until you return to the portal page.
4. The license(s) will be printed at the next printing cycle and mailed to the mailing address on file.
  - It may take 2-4 weeks to receive your printed license(s).