



# HillsGovHub

## User Guide

### License Verification

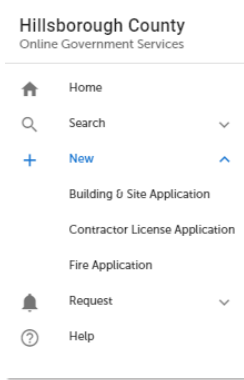


# Complete License Verification Process

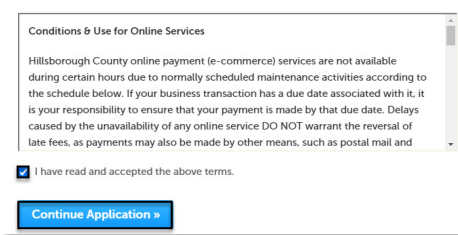
The License Verification process is for current County registered Licensed Professionals to create a license record. The completion of this process will allow Licensed Professional the ability to keep their contractor information up to date as well as be added to permit applications. This is a one-time process.

The steps listed below provide instructions on how to complete the License Verification process:

- 1) Log in to the [portal](#).
- 2) Select **New** from the left menu and select **Contractor License Application**

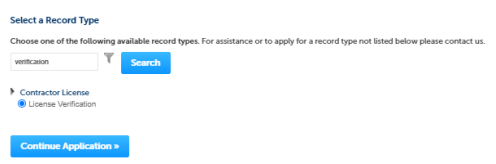


- 3) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.

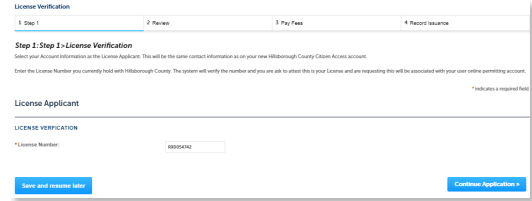


- 4) Select **Continue Application** to proceed to the **Select a Record Type** page.

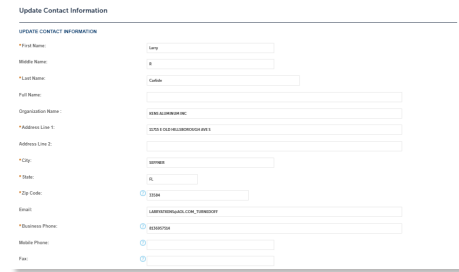
- 5) Enter 'verification' in the search box and select **Search** or select **License Verification** from the **Contractor License** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.



- 6) Enter the license number provided by the State or Hillsborough County into the **License Number** field.
- 7) Select **Continue Application** to proceed to the **Update Contact Information** page.



- 8) Verify the contact information fields are correct and update as needed. Required fields are marked with a red asterisk.

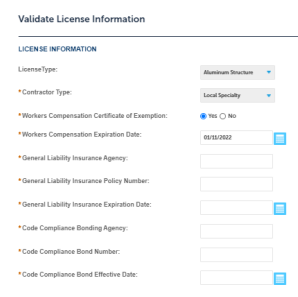


- 9) Review the **Applicant Attestation** and select the check box to confirm acknowledgement.

- 10) Select **Continue Application** to proceed to the **Validate License Information** page



- 11) Verify all pre-populated fields in the top **License Information** section and update as needed. Complete all required fields.



12) Complete all required fields in the **Testing Information** section.

**Testing Information**

**TESTING**

Business Law Testing Agency: \* --Select--

Business Law Test Date: \* [Calendar Icon]

Business Law Test Score: \*

Technical Exam Testing Agency: \* --Select--

Technical Exam Test Date: \* [Calendar Icon]

Technical Exam Test Score: \*

Technical Exam Test Type: \* --Select--

17) The system will display a message and send an email confirmation the **License Verification** process was completed.

Receipt

Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.

---

No Address

LC-WEB-21-0000018

13) Verify all pre-populated fields in the bottom **License Information** section and update as needed. Complete all required fields.

**Please note:** This section is only available for State Registered Licenses.

14) Select **Continue Application**.

**License Information**

**LICENSE INFORMATION**

State License Number: \* 88007846

State License Expiration: \* 08/25/2021

Save and Resume Later

Continue Application >

15) Review the application. If changes are needed, select **Edit** to edit the applicable section of the application.

16) Select **Continue Application**.

**License Verification**

1 Step 1 | 2 Review | 3 Pay Fee | 4 Record Issued

**Step 2: Review**

Please review all information below. Click the "Edit" button to make changes to sections or "Continue Application" to move on.

Save and Resume Later | Continue Application >

**Record Type**

License Verification

**License Applicant**

LICENSE VERIFICATION

License Number: 88007846

**Update Contact Information**

UPDATE CONTACT INFORMATION

First Name: Bruce

Middle Name: Spivey

Last Name: Johnson

Full Name: BRUCE SPIVEY JOHNSON

Organization Name: B J ALUMINUM SERVICE INC.

Address Line 1: 614 BRING HENRY CT

Address Line 2:

City: GUNTER

State: FL

Zip Code: 32061

Email: Brucejohnson@gmail.com, TJRNEED@BJS

Business Phone: 8133814625

Mobile Phone: 8133814625

Fax: 8133814625

**Applicant Attestation**

APPLICANT ATTESTATION

Applicant/Representative certifies that I am empowered to execute this application and will comply with all applicable laws and local codes and laws regarding construction in Hillsborough County, under penalty of perjury, provided for in Section 171.02, Florida Statutes. I declare that all information provided in this application, including all attached and independently submitted documents, is true, accurate, and complete. I understand that the receipt of any false or misleading information will render this application null and void and may result in criminal penalty or administrative action, including suspension or revocation of my contractor's license. I certify my personal ability, under no compensation or otherwise, and any other requirements for active status will remain current and in effect.

Yes