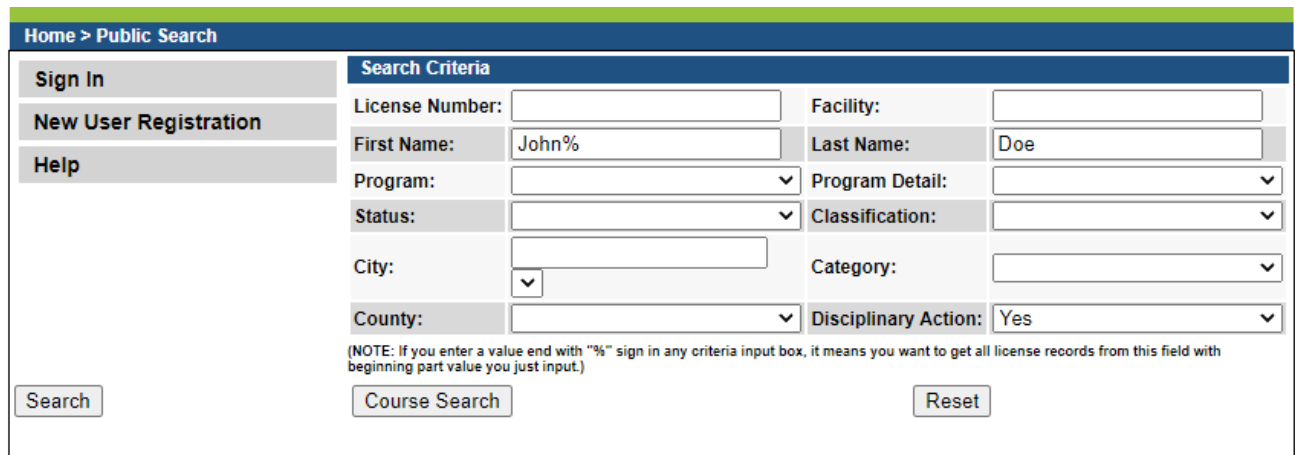# Instruction for Performing a Public Search

1. Fill in the fields as shown in Figure 1 below.
2. Select "Search" and the results will display at the bottom of your screen.
3. Click "Detail" in the search results shown in Figure 2
4. Click "View" in Figure 3 for additional public details
5. If there is uncertainty about the spelling or if you are using a partial name enter the "%." If searching for "John Doe," "John%% should be entered. By adding the "%" symbol the system will pull every name starting with "John." It is easiest to search by entering the first two to three letters of a first and last name respectively, followed by a "%" symbol. If the "%" is not used the name must be entered exactly as it is listed in Amanda.

Figure 1

Figure 2

Figure 3

Home > Public Search > Public Search Detail						

Sign In

New User Registration

Help

License Details					
License #	Program	Program Detail	Status	Issue Date	Expiry Date
▓▓▓▓	EMS Provider	EMT	Active	▓▓▓▓	03/31/2021

Applicant/Facility Details						
Description	Name	Address	City	State	Zip Code	
Applicant	▓▓▓▓					

License Information	Expand All

License Processes	Expand All

Public Documents

Description	
Department of Revenue sanction	View
Rescission of Suspension	View