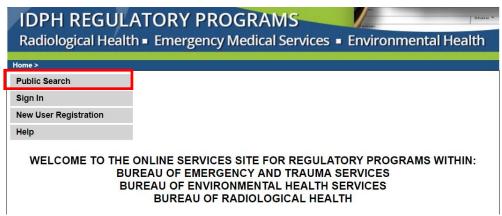
## INSTRUCTIONS TO PERFORM A PUBLIC SEARCH

- 1) Go the IDPH Regulatory Program Online Site: https://dphregprograms.iowa.gov
- 2) Click on Public Search.

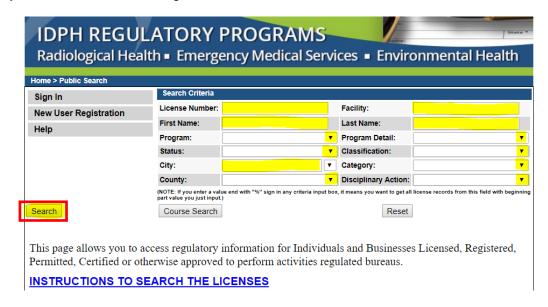


3) Enter the search criteria, make selections from the dropdown boxes as desired.

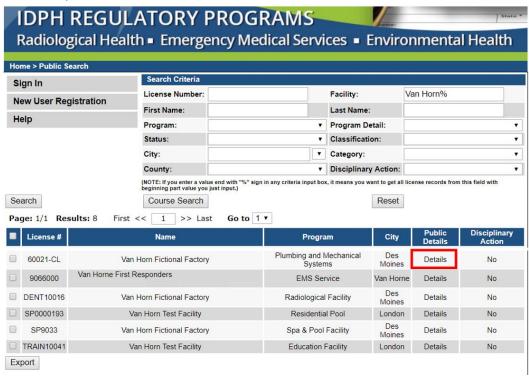
You can use the % symbol anywhere in your facility or name criteria to perform a wild card search, even on a partial entry.

You can select as many or few of the available search criteria as needed to refine your search.

- **License Number** Use this field to search for a specific license for an Individual or Business. This will bring up only the specific records related to this license number.
- Facility Use this field to search by the name of a Business, Entity, Firm, Corporation, etc. here.
  Please note many facilities have similar names and some facilities will have multiple records to accommodate various license types.
- **First Name** / **Last Name** Use these fields to search for individuals. Note: This search may bring up people with the same, or similar names.
- Program Use this drop-down list to select the type of program you wish to search within.
- **Program Detail** Use this drop-down to select a specific License type within a program. In order to use this field, you must first select a program from the Program drop-down. Not all programs will use this field, as some will use the Classification field instead.
- Status Use this drop-down to view licenses at a certain status. (e.g. active, expired, etc.)
- Classification Use this field is used to further select a specific type within a Program.
- City Enter a city name here to only search licenses within that city.
- Category Use this field to select types of Limited Radiologic Technologists.
- 4) When you have finished entering the search criteria, click Search



**5)** The results will appear below. To view more information about a license, such as issue date / expiration date, click **Details**.



6) To download the list of results, click on **Export** and the information on the page will be downloaded into an Excel spreadsheet. (You will need to perform this action for each page if there are multiple pages.)