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.)