Request For License Verification (License And/Or Exam History)

If it has not been completed already, all licensees will need to go to My Iowa PLB to create a user account and then submit their request electronically. If an individual is unsure or forgot if they have created a "My Iowa PLB" account, please contact Commission staff as there should only be one account/login per user as the system will not allow a social security number to be used by multiple community users. As a general rule, anyone that have had to renew their license in 2017 or 2018, were initially licensed after September 11, 2017, or have had to submit a recent request to the Commission such as a Transfer application or request for license verification, should have a "My Iowa PLB" account already created. If you receive a notification that your SSN is already being used (it is likely you previously created a My Iowa PLB account with a different e-mail address) or after 3 days you do not see your license on your My Iowa PLB user account, please contact Commission staff at realestatecommission@iowa.gov or (515) 725-9022, Ext. 8.

For best results, users should use the most updated version of Google Chrome as their web browser.

1. Go to https://iowaplb.force.com/IPLB_login and login using your e-mail address as your username.
2. Once you have successfully logged in, while under **My Iowa PLB - Home**, click on SXXXXX000 or BXXXXX000 under "My Licenses" and when you arrive at the License Detail page, click on the button "Begin Application Process", which will initiate the application wizard.
3. You will eventually come to a page that asks you to "Please Select from the List of Available Applications for This License" and you will want to select the "General – Request for License Verification (License and/or Exam History)" application.
4. Once you have established the application type, from the "Application Detail" page (you can get there by clicking on the application number under "My Applications"), click on the "Complete Checklist" button.
5. At that time you will answer the required questions of this respective application. Make sure that there is a green check-mark besides the "Complete Checklist" before you move forward and click on "Upload Submissions" button.
6. While in the "Manage Submissions" page, you will also be asked to upload all supporting and/or required documents electronically (PDF documents are preferred), if applicable. Submissions are not required to be uploaded for this application type, unless you answer Question 1.3 by choosing "Attach Document."
7. To successfully complete the application request, be sure to click on the "Submit for Review" button. A "Pending" status indicates that the application has not been submitted to the Iowa Real Estate Commission. An application status of "Pending Internal Review" indicates that you have successfully completed your request.
8. Once an application has been submitted, the description of an application status can be found at the following link: https://plb.iowa.gov/re-application-status-types.

You will later receive an e-mail notification and/or see an application status of "Ready For Payment" on **My Iowa PLB – Home**. Once you make the payment of $25.00, Commission staff will process your request and deliver the License Verification pursuant to the instructions that you submitted on the application checklist.

The average turnaround time is three to five business days, **if** the application is complete. That time could be longer if the application is missing any required information/documentation.

Please do not hesitate to contact Commission staff at realestatecommission@iowa.gov or (515) 725-9022, Ext. 8 if you have any questions. Also, if you are submitting this request between May 16th – June 30th or between November 16th – December 31st, please be patient as the volume of phone calls and e-mails spike considerably between those respective time periods. Many questions may also be answered by visiting the Commission's FAQ page.