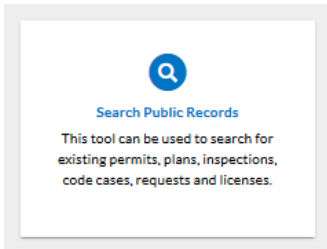


# CONNECT LCF

## SEARCHING AS A GUEST (WITHOUT LOGGING ON)

ConnectLCF provides a home page to allow users to access public information without being logged in.

Citizens may click on Search Public Records to access information:



### 1. Select License from the Search drop-down menu:

Public Information

Search  for   Exact Phrase

### 2. Use the Advanced button to open filters/criteria to narrow your search results:

Public Information

Search

License Number <input type="text"/>	DBA <input type="text"/>
License Type <input type="text" value="--Select License Type--"/>	License Status <input type="text" value="Issued"/>
Applied Date <input type="text"/>	To <input type="text"/>
Period Start Date <input type="text"/>	To <input type="text"/>
Expiration Date <input type="text"/>	To <input type="text"/>
Company Name <input type="text"/>	Company Type <input type="text" value="--Select Company Type--"/>
Industry Classification <input type="text" value="--Select Industry Classification--"/>	Business Status <input type="text" value="--Select Business Status--"/>
Opened Date <input type="text"/>	To <input type="text"/>
Closed Date <input type="text"/>	To <input type="text"/>
Last Audit Date <input type="text"/>	To <input type="text"/>
Address <input type="text" value="Search Address"/>	Parcel Number <input type="text"/>

*Not all fields need to be utilized. You can use as many/little search criteria as you wish. At a minimum, one search criteria need to be filled in.*

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3. To search for an active business license, choose Issued from the License Status.
4. You can select the specific business license to search for from the License Type (Retail, Contractor, Services/Professionals/etc.).
5. Once you have the criteria in, click Search to display a list of results that meet the search criteria. Click Reset to clear the entered search criteria.

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