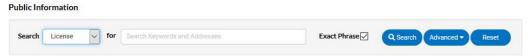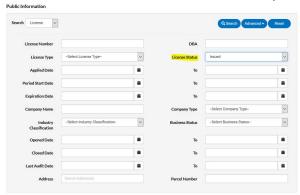# CONNECTLCF

SEARCHING AS A GUEST
(WITHOUT LOGGING ON)

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

1. Citizens may click on "Search Public Records" to access information:

2. Select "License" from the "Search" drop down menu:

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

3. Use the "Advanced" button to open filters/criteria to narrow your search results:
4. To search for active business licenses choose "Issued" from the "License Status."
5. From the "License Type", you can select the specific business license to search for.
6. 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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