

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:

Public Information

A screenshot of the ConnectLCF search interface. At the top, it says "Public Information". Below that, there is a search bar with a dropdown menu set to "License". To the right of the search bar is a text input field labeled "Search Keywords and Addresses". Further right is a checkbox labeled "Exact Phrase" which is checked. At the end of the search bar are three buttons: "Search", "Advanced", and "Reset".

2. Select “License” from the “Search” drop down menu:

A screenshot of the ConnectLCF search interface showing the "Advanced" search options. The "Search" dropdown menu is set to "License". The "Advanced" button is highlighted. The search criteria are organized into two columns. The left column includes: License Number, License Type (dropdown), Applied Date, Period Start Date, Expiration Date, Company Name, Industry Classification (dropdown), Opened Date, Closed Date, Last Audit Date, Address (with a search address button), and Parcel Number. The right column includes: DBA, License Status (dropdown, with "Issued" selected), To (date), To (date), To (date), Company Type (dropdown), Business Status (dropdown), To (date), To (date), To (date), and Parcel Number.

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.