Online License Verification Instructions from Minnesota Board of Veterinary Medicine

To request license verification from Minnesota to another state, you will start by logging in with your user name and password. This is the user name and password you use to renew your license. [https://vet.hlb.state.mn.us/#/login](https://vet.hlb.state.mn.us/#/login). If you do not have a user name and password, you will need to create one to use the online license verification system. Please contact the Board if you need assistance creating an account, otherwise click “register to access site” to make your account.

Enter your user name and password and click “Login”

This will bring you to your Profile Information screen. You may update your contact information using this screen. If you do not need to update anything, continue by clicking “Online Services” and then “License Verification” in the upper right hand corner.
Enter your last name or license number to search for your license

Click the blue “add” button next to your name to add the verification to your cart. Once you have selected your name a “next” button will appear at the bottom of the screen. Click “next”

Now you will be asked to enter the recipient information (where you want the verification to be sent). Please enter the mailing address of the board where you would like the verification sent. When you are done you may click “Proceed to Checkout”. If you need to add another license verification, you may click “add to cart and continue shopping”. You will repeat the above process to add another license verification to your cart. When you are finish click “proceed to checkout”
You will reach a confirmation page that shows you how many items you have in your cart for purchase.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>License Verification</td>
<td>$25.00</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>$25.00</strong></td>
</tr>
</tbody>
</table>

If this is correct, click “proceed to payment”. You will be directed to a US Bank site to make your payment. Please enter your billing address and credit card information and then click “continue” when you are finished. You will be directed to a confirmation page and should receive a confirmation email from US Bank to the email address you entered on the US Bank site.

At this time, your license verification will be processed by the Board typically within 1-2 business days. If you need to submit an additional license verification form for the Board in which you are seeking licensure, you can email or send a copy to the Board office and board staff will include the additional form with your request.