

Melanie S. Griffin, Secretary

Ron DeSantis, Governor

January 23, 2023

Dear Licensee,

Effective February 1, 2023 all alcoholic beverage and tobacco licensees that have a registered online account with the Department of Business and Professional Regulation (The Department) will have the ability to self-print their license. This process significantly reduces the amount of time it would have otherwise taken for you to receive your license in the mail. **Please be advised The Department will no longer print and mail licenses.**

If you have not added your license to your online account, we encourage you to do so by logging into www.myfloridalicense.com to create your account by following the step by step instructions outlined below:

New Users:

- Select "My Account" from the DBPR home page.
- Under "Create a New Online Profile" select "Create My Account".
- Complete the User Registration form.
- Once you have registered, you will receive an email with a temporary password and then you will create your own unique, secure password.
- Once you have created your account you will need to select "Link an Existing License to My Account".
- Select the Profession/Business category that is appropriate for your license from the drop-down menu.
- Select your License Type from the drop-down menu.
- Enter your license number.
- During the process of linking your license to your online account, you will be prompted for an Initial Activation Code. This may be the last 4 digits of your Social Security Number or Federal Identification Number.
- You will be prompted to "Add" the license to the registration.
- At the Main Menu select your license from the "Licenses Linked to My Online Services Account".
- Under "Functions" select "Print License Certificate".

For a Licensee who has not created an online account, they must visit www.myfloridalicense.com in order print a copy of the licensee details

- Select "VERIFY A LICENSE".
- Select by "License Number", and click Search.
- Enter their license number.
- Under "Additional Search Criteria" select Alcoholic Beverages & Tobacco from the License Category drop-down menu. Click Search.
- Click on the highlighted name listed under the "Name" heading.
- The Licensee may print a copy of the LICENSEE DETAILS from the **Official Site of the Florida Department of Business & Professional Regulation** to display as required by law.