

**STANDARD OPERATION PROCEDURE
PROFESSIONAL COMPLIANCE DIVISION
PCD SOP No. 00-02
Effective: January 31, 2001**

SUBJECT: VERIFYING STATE LICENSES

PURPOSE AND SCOPE: To establish procedures to verify the state license status of an organization.

I. AUTHORITY:

- A. [Operational Directive 99-03, Aviation Department Written Directive System.](#)
- B. DSOP No. 01-07 – Qualification Verification and Due Diligence

II. POLICY:

- A. Verification of an organization's state license status is an essential test for procurement actions. The Professional Standards and Compliance Division will do this verification upon request.
- B. Whenever possible, the verification of Florida licenses can be accomplished by using the Internet.
- C. If the subject has indicated a history with Miami-Dade County government, existing files in other departments will be checked.

III. PROCEDURES:

- A. Florida licenses queries can be made using the Internet to contact the Florida Department of Business and Professional Regulation at:
<http://www.state.fl.us>
- B. Out of state corporate data will vary by state. Internet links to states and local governments can be found at:
<http://www.piperinfo.com/state/index.cfm>.
- C. If licenses have been filed in the past as part of other Miami-Dade County administrative processes they may be available at:
 - 1. Department of Business Development (305) 349-5960. A list of currently certified firms is available at:
<http://www.co.miami-dade.fl.us/dbd/>

3. Department of Procurement Management (305) 375-5257. General contact information is available at:
<http://www.co.miami-dade.fl.us/dpm>

REVOCATION: None.

CROSS REFERENCE: None.

(Original signed)

G.T. Arnold, Assistant Aviation Director
Professional Standards and Compliance

Date: January 31, 2001