What happens to my application at the licensing board?

You may wonder what happens to your application once it arrives at the Georgia licensing board.

Step 1

No matter how you send it (US mail, FedX, UPS, hand-deliver) it goes to the scanning Room.

Step 2

There are two scanners in the scanning Room. All the mail for all 41 boards goes to the scanning Room.

Step 3

The day your application arrives, the Accounting department comes down to the scanning room, tears open all the envelope, and gathers the check's (payments) .

Step 4

Nothing happens to your application until your check clears. That generally take 7 to 10 days.

Step 5

Once your check clears, you can go online and click the button that says application status on the Secretary of State licensing board website to see the progress. https://secure.sos.state.ga.us/plb\_appstatus

Step 6

The next screen will ask for your security number. Enter the information required.

Step 7

The next screen that pops up will be a list an itemized list showing all the steps the staff does before your application is ready to be presented to the licensing board.

Step 8

You will notice the first item showing completed is your check is clear. Then the 2nd thing it will show is that they've received the application.

Generally, it takes 4 to 6 weeks for the staff to process your application and get it ready to be submitted to the licensing board. This is not a fast process.