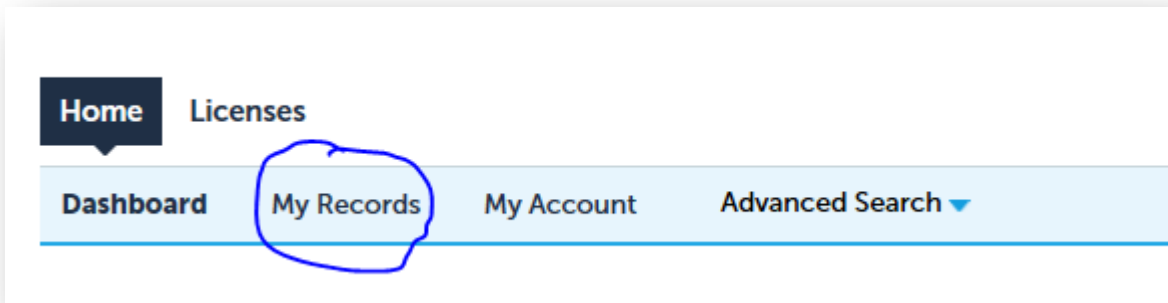




**Tax & Licensing Division**  
 201 S. Cortez  
 Prescott, Arizona 86303  
 Phone: (928)-777-1268  
 Fax: (928)-777-1255  
 Email: business.license@prescott-az.gov

### How to retrieve the business license certificate online:

1. After you receive the email that your license has been issued, first log into the portal (apply now button from City webpage)
2. Next click on My Recrods



3. Click on Record number. (referenced in email)

▼ Licenses

Showing 1-20 of 38 | [Download results](#) | [Add to collection](#)

| <input type="checkbox"/> | Record Number     | Record Type   | DBA Name    | Address                                 | Expiration Date | Status  | Action                        |
|--------------------------|-------------------|---|-------------|---|-----------------|---------|-------------------------------|
| <input type="checkbox"/> | 17TMP-000159      | Business License Application (Business location inside City limits)               | test        | 201 N CORTEZ St, PRESCOTT AZ 86301      |                 |         | <a href="#">Resume Applic</a> |
| <input type="checkbox"/> | 16TMP-000306      | Business License Application (Business location inside City limits)               | test        | 418 N WASHINGTON Ave, PRESCOTT AZ 86301 |                 |         | <a href="#">Resume Applic</a> |
| <input type="checkbox"/> | <b>BA16-00095</b> | Residential Rental Application (For landlords with 4 or more units total in City) | Testing DBA | 1234 CROWN RIDGE Dr, PRESCOTT AZ 86301  |                 | Issued  |                               |
| <input type="checkbox"/> | CA16-00012        | Contractor Business License Application (Business location inside City limits)    | Testing DBA |   |                 | Pending |                               |

4. Click on Record Info, scroll down to attachments.

The screenshot shows the 'Licenses' page with a dropdown menu open under 'Record Info'. The menu items are: Record Info, License Details, Processing Status, Related Records, and Attachments. The 'Attachments' item is circled in blue and has an arrow pointing to it with the number '2'. Another arrow with the word 'click' points to the 'Record Info' dropdown itself, with a circled '1' next to it.

5. Click on the License attachment (type column indicates what type of attachment)

The screenshot shows the 'Attachments' section of the Licenses page. It includes a table with the following data:

| Name  | Record ID  | Record Type   | Entity Type | Type           | Size       | Latest Update | Ac |
|---|------------|---|-------------|----------------|------------|---------------|----|
| <a href="#">Your application BA16-1482267463317.eml</a>         | BA16-00095 | Residential Rental Application (For landlords with 4 or more units total in City) | Record      | Outgoing Email | 1001 bytes | 12/20/2016    | Av |
| <a href="#">PrescottLicense_Certificate_20161222_074830.pdf</a> | BA16-00095 | Residential Rental Application (For landlords with 4 or more units total in City) | Record      | License        | 82.40 KB   | 12/22/2016    | Av |

Handwritten annotations include a blue arrow pointing to the 'License' type in the second row, with the word 'click' written next to it. The word 'License' in the 'Type' column of the second row is circled in blue.