



Minnesota Department of Health
 Health Occupations Program
 Occupational Therapy Practitioner
 P.O. Box 64882
 St. Paul, MN 55164-0882

REQUEST TO VERIFY MINNESOTA LICENSE
 Occupational Therapist (OT)/Occupational Therapy Assistant (OTA)

INSTRUCTIONS

Mail this completed form and a \$25.00 check or money order payable to "Treasurer, State of Minnesota" to:

OTs mail requests to:

Minnesota Department of Health
 Health Occupations Program
Attn: OT Licensing
 P.O. Box 64882
 Saint Paul, MN 55164-0882

OTAs mail requests to:

Minnesota Department of Health
 Health Occupations Program
Attn: OTA Licensing
 P.O. Box 64882
 Saint Paul, MN 55164-0882

Courier/Drop-off/Overnight Delivery Addresses:

Minnesota Department of Health – HOP
 Attn: OT Licensing
 85 East Seventh Place, Suite 220
 Saint Paul, MN 55101

Courier/Drop-off/Overnight Delivery Addresses:

Minnesota Department of Health – HOP
 Attn: OTA Licensing
 85 East Seventh Place, Suite 220
 Saint Paul, MN 55101

If you have any OT questions, call (651) 201-3725
 or email health.ot@state.mn.us.

If you have any OTA questions, call (651) 201-3724
 or email health.ota@state.mn.us.

The verification fee is \$25.00 for **each** request. Once the department has received your request, the money is deposited, and the request is reviewed and processed. Reviewing and processing time takes 5-15 business days.

PRACTITIONER INFORMATION			
Practitioner Name	Minnesota Credential Number		
Address	City	State	Zip Code
Phone Number	Email Address		

MAIL/EMAIL/FAX VERIFICATION TO			
Please <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> Email (select only one) my verification of licensure request to:			
Business Name			
Attention (Name, Title)			
Address	City	State	Zip Code
Fax Number	Email Address		

ALL FEES ARE NONREFUNDABLE.

Note: Some agencies/businesses will not accept verification of licensure via fax or email. Please check with the agency/business BEFORE you request that we fax or email your verification. If we fax or email verification per your direction and the agency/business does not accept verification via fax or email you will be required to make a new request and pay another \$25.00 fee.

If you require an alternate format (i.e., large print), please call (651) 201-3731.