

# How to Subscribe to License Notifications

You Must First Create a BreEZE VO Account. Begin at the Bureau's website and click on the Breeze icon. This will take you to the Department's Breeze Online Services.

The screenshot shows the homepage of the Bureau of Security & Investigative Services (BSIS). At the top, there is a navigation bar with the CA.GOV logo, the Department of Consumer Affairs name, and the BSIS title. A search bar is located on the right. Below the navigation bar is a main banner featuring a digital keypad, the BSIS seal, and the text "BUREAU OF SECURITY AND INVESTIGATIVE SERVICES". A "Text Size - Small Medium Large" link is visible in the top right of the main content area.

**Welcome to the Bureau of Security and Investigative Services**



**BreEZe:** Are you experiencing technical difficulties with the new BreEZe Licensing and Enforcement System? Contact the BreEZe Help Desk at (916) 557-1208 or [BreEZe@dca.ca.gov](mailto:BreEZe@dca.ca.gov) with questions related to:

- Registration
- Password Resets
- Account Unlocks
- Linking licenses to your accounts
- BreEZe Error Messages



**License Search**

Visit His Webpage  
**Governor**  
**Edmund G. Brown Jr.**



**Secretary**  
Business, Consumer Services, and Housing Agency  
**ALEXIS PODESTA**

**Director**  
Department of Consumer Affairs  
**DEAN R. GRAFILO**

**Quick Hits**

- Alarm Company Exam Development Experts Wanted
- Advisory Meetings
- Department of Consumer Affairs
- Disciplinary Review Committee

Click on the New Users Breeze Registration link

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### DCA BreEze Online Services

Welcome to the California Department of Consumer Affairs (DCA) BreEze Online Services. BreEze is DCA's new licensing and enforcement system and a one-stop shop for consumers, licensees and applicants! BreEze enables consumers to verify a professional license and file a consumer complaint. Licensees and applicants can submit license applications, renew a license and change their address among other services.

- If you were registered with the DCA Online Professional Licensing services before, you will need to re-register with BreEze.
- BreEze only accepts credit card payments for American Express, Discover, MasterCard, and Visa.

#### FOR CONSUMERS

Check Licenses and file complaints.

[License SEARCH](#) [File a COMPLAINT](#)

#### FOR APPLICANTS AND LICENSEES

Applicant and licensing needs are available here.  
You will need to [register](#), or use your existing user name and password

##### Returning User

Fields marked with \* are required

\* User ID:



\* Password:

[Forgot Password?](#) [Forgot User ID?](#) [Sign In](#)

##### New Users

[BreEze Registration](#)

## Complete User Registration Page then click NEXT

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### User Registration

Please complete the information required below to become a registered BreZE User. You will receive a confirmation email as part of the registration process.

Enter your details and press "Next".

Press "Cancel" to cancel this registration and return to the main menu.

#### Account Owner Contact Information

\* First Name:

Middle Name:

\* Last Name:

#### Account Login

\* Email:  (e.g. name@domain.com)

\* Confirm Email:  
Note: Please enter a valid email address; this email address will not be sold to solicitors.

\* User ID:

#### Password Recovery (In case you forget your password, you will be required to answer this question to obtain a new temporary password.)

\* Secret Question:


\* Secret Answer:

#### Communication


Email Communication:  Yes  No

#### Security Measures (This helps to prevent automated registrations.)


\* Type the characters from the picture below (without spaces):



**Preview registration for accuracy, then click SAVE**  
**(NOTE: If information is not correct click EDIT, then SAVE)**



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### Preview Registration

Press "Save" to save the registration.  
Press "Edit" to modify your registration details.  
Press "Cancel" to cancel this registration and return to the main menu.

First Name:	John
Second Name:	
Last Name:	Doe
Email:	johndoe100@mailinator.com
UserId:	johndoe100
Secret Question:	What is your mother's maiden name?
Secret Answer:	jane
Email Communication:	Yes

[Save](#) [Edit](#) [Cancel](#)

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**Check your email for temporary password and follow instructions, then click RETURN**



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### User Registration - Temporary Password Issued

A temporary password has been issued and sent to you via e-mail with the instructions on how to proceed. Read this e-mail and follow the instructions.

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You will receive an email from Breeze with a temporary password. Click on link to complete the registration process or return to the Department's Breeze Online Services page.

BreEZe Online Services - New User Account

Hello John,

Thank you for registering for a BreEZe Online Services account. Please complete your registration by using the temporary password provided below. Please note that your online password is case sensitive.

Your temporary password is : WGzbCn7

Complete the registration process at:


<https://breeze-online-81.breeze.ca.gov/datamart/languageChoice.do>

\*\*\* Note: This is an automated email. Do NOT reply to this message.


Enter User ID and temporary password, then click SIGN IN

The screenshot shows the BreEZe Online Services website. At the top, there is a navigation bar with the CA.GOV logo, the Department of Consumer Affairs logo, and the BREZE logo. To the right of the logos are links for "About BreEZe", "FAQ's", and "Help Tutorials". Below the navigation bar is a "Skip navigation" link and a "Contact Us" link. The main content area is titled "DCA BreEZe Online Services" and contains a welcome message and a list of services. Below this, there are two main sections: "FOR CONSUMERS" and "FOR APPLICANTS AND LICENSEES". The "FOR CONSUMERS" section has buttons for "License SEARCH" and "File a COMPLAINT". The "FOR APPLICANTS AND LICENSEES" section has a "Returning User" login form with fields for "User ID" (containing "johndoe100") and "Password" (containing "\*\*\*\*\*"). There are links for "Forgot Password?" and "Forgot User ID?". A "Sign In" button is highlighted with a red box. Below the login form is a "New Users" section with a link for "BreEZe Registration". At the bottom of the page, there are links for "Back to Top", "Conditions of Use", "Privacy Policy", and "Accessibility", along with a copyright notice for 2013 State of California.

**Update Default Registration Information then click SAVE**  
**(Note: update temporary password to your personal password of choice)**



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Logged in as *Doe, John* | [Update Profile](#) | [Logoff](#) | [Contact Us](#)

### Update Default Registration Information

Enter your new password and press "Save".

Your new password must contain the following:

- a minimum of (8) characters
- must not be the same as your user id
- must not be a variation of your user id
- must contain at least (1) uppercase alphabetic character
- must contain at least (1) lowercase alphabetic character
- must contain at least (1) numeric character
- must contain at least (1) special character

* Temporary Password:	<input type="text"/>
* New Password:	<input type="text"/>
* Confirm Password:	<input type="text"/>

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After clicking Save you will arrive at this screen below. If you plan to use the same Breeze account to maintain your license AND subscribe to license notifications for your employees, you should follow the steps on how to onboard your license in the “How to Create your Breeze VO Account” guide. If you are an employer of many employees, the Bureau suggests you create a separate Breeze VO Account to subscribe to employee license notifications; each account will require a different email address.

Follow the steps below to subscribe to license notifications without onboarding your license.

Click NO when asked to add a license to registration.

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Step1: Ever held a license before with DCA? Add Licenses To Registration

Welcome to DCA OnlineQuickStart

By answering a few, simple questions, we will help you to get started.

Are you, or have you ever been, professionally licensed or registered with the Department of Consumer Affairs?

Yes [How do I know?](#)

No

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Enter the required information and click next.

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Step1: Ever held a license before with DCA? Add Licenses To Registration - Validation

Help us find your records.

Please note that you must have an SSN/ITIN on file with your licensing Board/Bureau/Committee in order to on-board your license. If you do not have an SSN/ITIN on file, you will not be able to onboard your license. Please contact your Board/Bureau/Committee for instruction on how to provide your SSN/ITIN.

Please provide your information in order for the Department of Consumer Affairs to confirm that you do not have a previous record in the BreZE system. A previous record may include: licensee, complainant, witness, etc

Required Information

\* Last Name: Doe

\* SSN/ITIN: 8915 Last 4 Digits of SSN/ITIN

\* Date Of Birth: 10/10/1972 (mm/dd/yyyy)

Security Measures (This helps to prevent automated registrations.)

\* Click the white Checkbox next to "I'm not a robot".

I'm not a robot

reCAPTCHA Privacy - Terms

Next Cancel

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This will bring you to the Quick Start Menu

The screenshot shows the BREZE Quick Start Menu. At the top, there is a header with the CA.GOV logo, the Department of Consumer Affairs name, and the BREZE logo. Navigation links for 'About BreEZe', 'FAQ's', and 'Help Tutorials' are on the right. Below the header, a dark blue bar indicates the user is 'Logged in as Doe, John' and provides links for 'Update Profile', 'Logoff', and 'Contact Us'. The main content area is titled 'Quick Start Menu' and includes a 'License/Registration Information' box showing 'No License Information Available'. Under 'Applications', there is a 'Start a New Application or Take an Exam' section with dropdown menus for 'Board' and 'Application', and a 'Select' button. Under 'Additional Activities', there are two options: 'Add Authorized Representative' and 'License Notification Subscriptions', each with a 'Select' button. At the bottom, there are links for 'Back to Top', 'Conditions of Use', 'Privacy Policy', and 'Accessibility', along with a copyright notice for 2013 State of California.

Click on the SELECT button for “License Notifications Subscriptions” located under “Additional Activities” on your Quick Start Menu.

This screenshot is identical to the one above but includes annotations. A red arrow points from the 'Applications' section to the 'Additional Activities' section. A red box highlights the 'Select' button for 'License Notification Subscriptions'.



Click ADD button to subscribe to notifications for a license.

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### License Notification Subscriptions

By subscribing to license notifications, you are able to view the license status of a license holder. For example, you can view/track the license status of your doctor, psychologist, barber, etc.

Click "Add" button to subscribe to notifications for a license.

Click "Delete" link to remove notification for a license.

Click "Back" button to return to the Main Menu.

Name	License Number	License Type	Status	Expiry Date
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Add Back

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To find a license to subscribe to, click on the type of search you want to conduct.

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### Add License Subscription - Select Search Type

To find a license to subscribe to, click on the type of search below.

Press "Back" button to return to "License Notification Subscriptions" Screen.

- [Search by Name](#)
- [Search by Name for a Specified License Type](#)
- [Search by License Number](#)
- [Search by City](#)
- [Search by County](#)

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In this example, we will "Search by License Number". Click on link.

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### Add License Subscription - Select Search Type

To find a license to subscribe to, click on the type of search below.  
Press "Back" button to return to "License Notification Subscriptions" Screen.

[Search by Name](#)  
[Search by Name for a Specified License Type](#)  
[Search by License Number](#) ←  
[Search by City](#)  
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Enter Board: Bureau of Security and Investigative Services.

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### Search by License Number

Enter your search criteria and press "Search" to find a license.  
Press "Clear" to clear the search criteria.  
Press "Back" to return to the previous screen.


Board:  
License Type:  
\* License Number (numeric portion only):  
Rows Per Page:

- Board of Barbering and Cosmetology
- Board of Occupational Therapy
- Board of Podiatric Medicine
- Board of Psychology
- Board of Registered Nursing - BRN
- Board of Vocational Nursing and Psychiatric Technicians
- Bureau of Security and Investigative Services ←
- California Board of Behavioral Sciences
- California State Board of Optometry
- Dental Board of California
- Dental Hygiene Committee of California
- Medical Board of California
- Naturopathic Medicine Committee
- Osteopathic Medical Board of California
- Physical Therapy Board of California
- Physician Assistant Board
- Respiratory Care Board
- Veterinary Medical Board


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Click on License Type.



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### Search by License Number

Enter your search criteria and press "Search" to find a license.  
Press "Clear" to clear the search criteria.  
Press "Back" to return to the previous screen.

Board: Bureau of Security and Investigative Services

License Type:

\* License Number (numeric portion only):

Rows Per Page:

- Alarm Company Branch
- Alarm Company Employee
- Alarm Company Operator
- Alarm Company Qualified Manager
- Approved Trainer- PSO Curriculum
- Approved Trainer- Security Guard Curriculum
- Baton Permit
- Baton Training Facility
- Baton Training Facility Instructor
- Exposed Firearm Permit
- Firearm Training Facility
- Firearm Training Facility Instructor
- Locksmith Company
- Locksmith Company Branch
- Locksmith Employee
- Private Investigator
- Private Investigator Branch
- Private Patrol Operator
- Private Patrol Operator Branch
- Proprietary Private Security Employer
- Proprietary Private Security Officer
- Repossession Agency
- Repossession Agency Employee
- Repossession Agency Qualified Manager
- Security Guard

[Search](#) [Clear](#) [Back](#)

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California

Enter License Number in box \*License Number (numeric only).

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### Search by License Number

Enter your search criteria and press "Search" to find a license.  
Press "Clear" to clear the search criteria.  
Press "Back" to return to the previous screen.

Board: Bureau of Security and Investigative Services

License Type: Security Guard

\* License Number (numeric portion only):

Rows Per Page: 5

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After license number is entered, click SEARCH button.

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### Search by License Number

Enter your search criteria and press "Search" to find a license.  
Press "Clear" to clear the search criteria.  
Press "Back" to return to the previous screen.

Board: Bureau of Security and Investigative Services

License Type: Security Guard

\* License Number (numeric portion only): 6320696

Rows Per Page: 5

Search Clear Back

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Verify License Number and Licensee Name, if the correct licensee is displayed, click ADD button.

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### Search Results List

Click on "Name" to see details.  
Press "Back" to return to the previous screen.  
Press the "New Search" button to go back to the License Verification page.

Search Criteria Search by License Number

License Type Security Guard

License Number: 6320696

Licensee Name	License Type	License Number
<a href="#">Doe, John</a>	Security Guard	6320696

[Add](#) [Back](#) [New Search](#)

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You are now subscribed to license notifications for John Doe and will receive notifications of the license status of the license holder. Click the ADD button to subscribe to another license or to stop receiving notifications for the licensee you can click on the DELETE button to end the subscription.

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### License Notification Subscriptions

By subscribing to license notifications, you are able to view the license status of a license holder. For example, you can view/track the license status of your doctor, psychologist, barber, etc.

Click "Add" button to subscribe to notifications for a license.  
Click "Delete" link to remove notification for a license.  
Click "Back" button to return to the Main Menu.

Name	License Number	License Type	Status	Expiry Date	
DOE, JOHN	6320696	Security Guard	Current	08/31/2019	<a href="#">Delete</a>

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