

Pulling a Report of NON-RENEWED licenses

please note that if someone registered under a different name or account, or if the clerk did not use the renew function, last year's license will still show as expired instead of renewed

Go to Reports>Report Website

Licensing>License Extended

License Reseller = your municipality IF you are only trying to pull the licenses sold in-office. If you wish to include ALL licenses (including online sales) leave this blank and use your ZIP CODE instead.

Based On should be set to **Status + Status Date** - which prompts the Based on Status drop down to show and Expired should be selected.

Use 12/31/25 for the Based on FROM date and today as the BASED on TO date.

The screenshot shows a search interface for a 'License: Extended' report. The 'Based On' dropdown is set to 'Status + Status Date', and the 'Based On Status' dropdown shows 'Expired' selected. The 'Based On From' date is set to 12/31/2025 and the 'Based On To' date is set to 02/05/2026.

Submit

If you share a zip code and used the zip code as the parameter, you will want to then sort or filter the spreadsheet by CITY