

IMPORTANT LICENSE RENEWAL INFORMATION

All Massachusetts electrical licenses will expire on July 31, 2019.

Please note that the Massachusetts Department of Licensure, in correlation with the Massachusetts Board of Examiners of Electricians, is in the process of going paperless.

We encourage all license holders to create an ePLACE Portal account, so you may link your license to your account, and/or renew your license on-line. In order to do so, you must **e-mail** the following information to: DPLauthcodes@mass.gov

- First and Last Name for a person or Entity Name for an organization
- License Number(s)
- Type of License
- Mailing Address

The DPL (Department of Professional Licensure) will then assign you a record ID and authorization code. Once you have your license record ID and authorization code, you may complete the following steps to renew online:

1. Visit the ePLACE Portal (<https://licensing.state.ma.us/CitizenAccess/>) to register for an account.
2. After you have registered for an account, please log in with the username and password that you created.
3. After logging in with the username that you created when you registered, click on the “Home” tab, and complete the following steps:
 - a. Select the “Link Your Account to Your License” link under “What would you like to do?”
 - b. Select the “Link Your License/Permit/Certificate to Your Account” link dropdown; and click the circle next to “Link your license/permit/certificate to your portal account”
 - c. Scroll to the bottom of the page and click the Continue button
 - d. In the Record Link page, do the following:
 - i. For Agency: select DPL (Division of Professional Licensure)
 - ii. For Record Identification Code: enter your Record ID (Example: 1234-PL-M1)
 - iii. For Authorization Code: enter your Authorization Code (Example: 1234567899)

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- e. Click the Continue button
 - f. On the next page review what you entered for accuracy, then click the Continue button
 - g. A confirmation message appears stating you successfully completed linking your account
4. Once you have successfully linked your account, go back to the “Manage Licenses, Permits, and Certificates” page and you should now see your license listed and the option to renew. Be advised the option to renew will only be present if your license is currently eligible for renewal.
 5. In the right column labeled “Action”, you will see a link for “Renew Application”. That is the link for your online license renewal. Click that link to begin the process.

Renewal Fees & Payment Information

As part of the online renewal process, licensees may also submit payment for the renewal fee electronically. To view the renewal fee applicable to your license type, please consult our Fees and License Renewal Schedules at:

https://licensing.reg.state.ma.us/public/dpl_fees/dpl_fees_form.asp

Please note that there is a convenience fee for all online credit card transactions charged by their e-payment vendor. There is no convenience fee for online payment by check (ACH).