



## **Instructions for Claiming a Chapter 91 License in EEA ePLACE**

### **1. Why would I need to claim a Chapter 91 license?**

If a license was issued prior to the use of the EEA ePLACE system, in order to initiate an action on that license, such as an amendment or renewal of the term, a record of that license will need to first be created in the EEA ePLACE system. This record is created when someone “claims” the license.

### **2. Who can claim a Chapter 91 license?**

The licensee, property owner, or a representative (e.g., consultant, attorney) may claim a license.

### **3. What information do I need to apply?**

- The license number (referred to as the “Legacy Record ID” in the claim process);
- The license expiration date;
- A properly recorded copy of the license you are requesting to claim;

*Most Chapter 91 licenses are required to be recorded against the chain of title for the licensed property at the appropriate Registry of Deeds within 60 days of license issuance; the recording requirements are generally specified in the license.*

- A copy of the recorded property deed or other evidence of ownership interest in the property which is subject to the license.

*\*Copies of recorded documents can typically be downloaded from the Registry of Deeds websites. If you are unable to save or print a recorded copy of the document, you may provide the name of the Registry and the Page and Book number where the document is recorded.*

- If you are a representative (e.g., consultant, attorney), a statement from the licensee/property owner identifying you as their authorized representative.
- A copy of the Certificate of Compliance (COC) for the license, if available.
- Additional information may be requested by the Department upon review of the submittal.

### **4. What are the next steps?**

Once the claim request has been submitted, staff will review the information and advise whether anything additional is needed to complete the review. Once the authorization for the claim is approved the submitter will receive an email from the system with the necessary information to process any changes to the authorization.