

COMMONWEALTH OF MASSACHUSETTS

Division of Occupational Licensure

Amusement & Small Inflatable User Guide



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Section 1 - How to apply for a New Amusement & Small Inflatable License

The instructions below describe how to file for an amusement or small inflatable license.

For technical assistance with your account or the application, please contact ips.support@mass.gov.

License Prerequisite

The following requirements are necessary to apply for a new amusement or small inflatable license and or renewals.

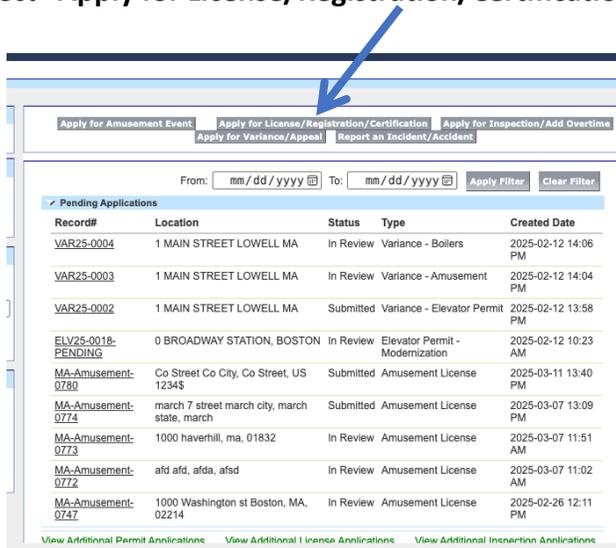
Note: Do not hit enter while filling out the information on the application. Utilize the buttons on the web form.

1. IPS Customer portal user account
2. The red bars fields are required to submit your application.

Apply for a New Amusement or Small Inflatable License

Please follow the steps below to apply for small inflatable or amusement license.

3. Start by logging in to the IPS system if you are not logged in.
<https://ma-dpl.my.salesforce-sites.com/>
4. Select **“Apply for License/Registration/Certification”** tab to go the Type selection page.



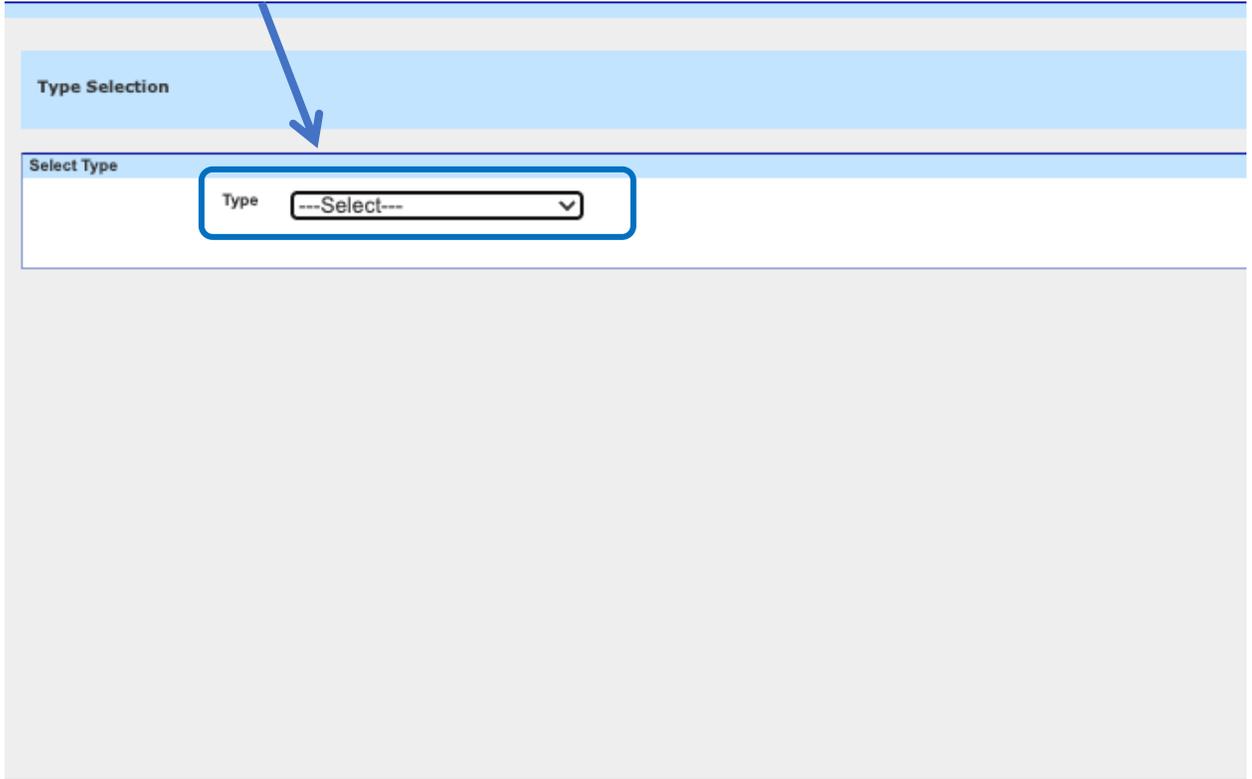
The screenshot displays the IPS system interface. At the top, there is a navigation bar with several tabs: "Apply for Amusement Event", "Apply for License/Registration/Certification" (which is highlighted and pointed to by a blue arrow), "Apply for Inspection/Add Overtime", "Apply for Variance/Appeal", and "Report an Incident/Accident". Below the navigation bar, there is a search filter section with "From:" and "To:" date pickers, and "Apply Filter" and "Clear Filter" buttons. The main content area shows a table titled "Pending Applications" with the following data:

Record#	Location	Status	Type	Created Date
VAR25-0004	1 MAIN STREET LOWELL MA	In Review	Variance - Boilers	2025-02-12 14:06 PM
VAR25-0003	1 MAIN STREET LOWELL MA	In Review	Variance - Amusement	2025-02-12 14:04 PM
VAR25-0002	1 MAIN STREET LOWELL MA	Submitted	Variance - Elevator Permit	2025-02-12 13:58 PM
ELV25-0018-PENDING	0 BROADWAY STATION, BOSTON	In Review	Elevator Permit - Modernization	2025-02-12 10:23 AM
MA-Amusement-0780	Co Street Co City, Co Street, US 1234\$	Submitted	Amusement License	2025-03-11 13:40 PM
MA-Amusement-0774	march 7 street march city, march state, march	Submitted	Amusement License	2025-03-07 13:09 PM
MA-Amusement-0773	1000 haverhill, ma, 01832	In Review	Amusement License	2025-03-07 11:51 AM
MA-Amusement-0772	afd afd, afd, afd	In Review	Amusement License	2025-03-07 11:02 AM
MA-Amusement-0747	1000 Washington st Boston, MA, 02214	In Review	Amusement License	2025-02-26 12:11 PM

At the bottom of the table, there are three links: "View Additional Permit Applications", "View Additional License Applications", and "View Additional Inspection Applications".

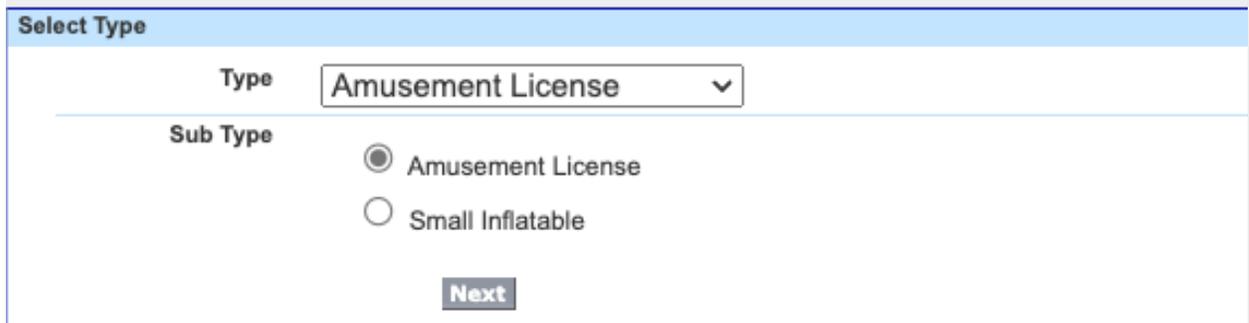
Note: Only applicants not currently licensed in Massachusetts can create an account through the portal. If you are licensed to operate in Massachusetts, please email ips.support@mass.gov to request access to your account.

5. Next, click on "Select" to activate the drop down and click Amusement License.



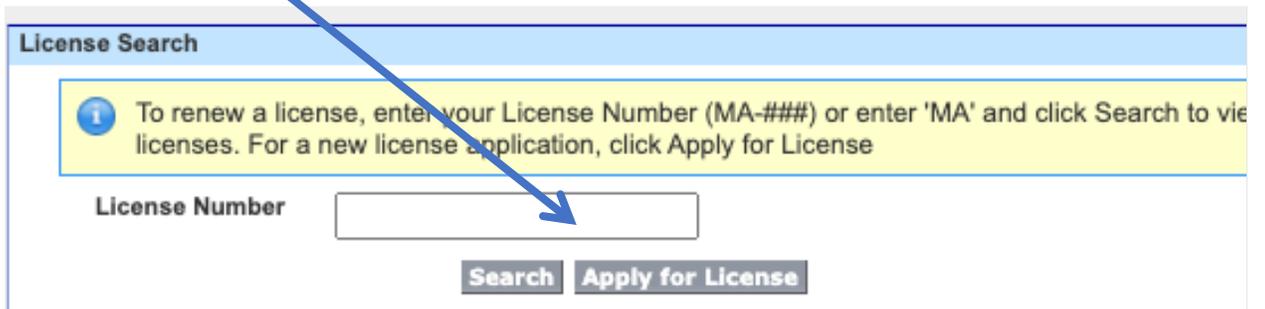
The screenshot shows a web form titled "Type Selection". Below the title is a section labeled "Select Type" containing a dropdown menu with the text "Type" and "---Select---". A blue arrow points to the dropdown menu.

6. From the sub-type, select the radio button option that applies to you and click next at the bottom of the page.



The screenshot shows the "Select Type" form with the "Type" dropdown set to "Amusement License". Below it is the "Sub Type" section with two radio button options: "Amusement License" (selected) and "Small Inflatable". A "Next" button is located at the bottom of the form.

7. Please follow the message on the web form and select “Apply for License”.

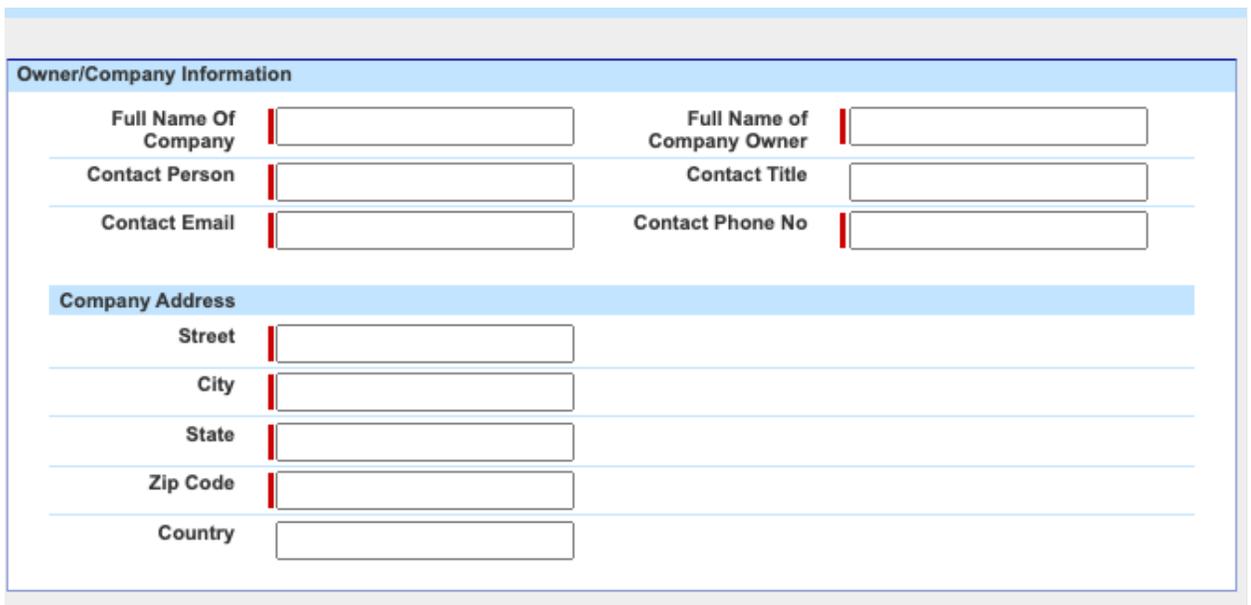


License Search

i To renew a license, enter your License Number (MA-###) or enter 'MA' and click Search to view licenses. For a new license application, click Apply for License

License Number

8. Make the necessary inputs on the web form and click save. Red bars fields are required.



Owner/Company Information

Full Name Of Company	<input type="text"/>	Full Name of Company Owner	<input type="text"/>
Contact Person	<input type="text"/>	Contact Title	<input type="text"/>
Contact Email	<input type="text"/>	Contact Phone No	<input type="text"/>

Company Address

Street	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Country	<input type="text"/>

9. On the next page, complete each section of the web form.

Owner/Company Information

Full Name Of Company	<input type="text" value="IPSTEST"/>	Full Name of Company Owner	<input type="text" value="IPSOwner"/>
Contact Person	<input type="text" value="IPSTContact"/>	Contact Title	<input type="text" value="IPSTITLE"/>
Contact Email	<input type="text" value="ips@email.com"/>	Contact Phone No	<input type="text" value="9781234567890"/>

Company Address

Street	<input type="text" value="Co Street"/>
City	<input type="text" value="Co City"/>
State	<input type="text" value="Co Street"/>
Zip Code	<input type="text" value="1234\$"/>
Country	<input type="text" value="US"/>

Certified Maintenance Mechanic

You must add at least one Certified Maintenance Mechanic (CMM) to be able to proceed with your application

Full Name	<input type="text"/>	Street	<input type="text"/>
Phone No	<input type="text"/>	City	<input type="text"/>
Email	<input type="text"/>	State	<input type="text"/>
License #	<input type="text"/>	Zip Code	<input type="text"/>
License Expiration Date	<input type="text" value="3/11/2025"/>	Country	<input type="text"/>

Actions	Name	License #	License Expiration Date
<input type="button" value="Edit"/>	IPSME	LIC123455	03/11/2025

Amusement Devices

You must add at least one amusement device to be able to proceed with your application

Ride Name	<input type="text"/>	Manufacturer	<input type="text"/>
Date of Manufacture	<input type="text" value="3/11/2025"/>	Manufacturers Model Number	<input type="text"/>
Date of Purchase	<input type="text" value="3/11/2025"/>	Manufacturers Serial Number	<input type="text"/>
Primary State of Registration	<input type="text"/>	Type	<input type="text" value="--None--"/>
Does ride have USID #?	<input type="text" value="--None--"/>		

Actions	USID	Name of Device	Type Of Device	Does ride have USID #?
<input type="button" value="Edit"/>		IPS RIDE	Small Inflatable	Yes

Make necessary inputs and click save

You must add at least one CMM to continue. To add multiple CMM, complete the CMM form and click of "Add Mechanic"

You must add at least one Amusement Device to continue. To add multiple devices, input details and click on "Add Device"

When completed, click "Save & Proceed"

10. Upload all required documents and select “save and proceed”.

Amusement Application: MA-Amusement-0780

Forms are available for download via <https://www.mass.gov/amusements-challenge-course-climbing-wall-and-inflatables-licensing>

Required Document Attachment

Insurance certificate with insured devices*	Choose File	No file chosen
Certified inspector's report*	Choose File	No file chosen
Manufacturer's Data Report for each Newly Acquired Ride(s). ⁽ⁱ⁾	Choose File	No file chosen
All manuals and bulletins ⁽ⁱ⁾	Choose File	No file chosen
Name of the trained and certified operators* ⁽ⁱ⁾	Choose File	No file chosen
CORI Request Form for Company Owner*	Choose File	No file chosen
CORI Procedure*	Choose File	No file chosen
Pressure Vessel Certificate of Inspection ⁽ⁱ⁾	Choose File	No file chosen
Copy of CMM License* ⁽ⁱ⁾	Choose File	No file chosen
Non-Destructive Testing (NDT) Report (If applicable)	Choose File	No file chosen

Previous Save & Proceed

Massachusetts Site Policies | Contact us

11. Click on the check box to attest to the information provided

Amusement Application: MA-Amusement-0774

Information

Certification

I certify under the penalties of perjury that I have filed all state tax returns and paid all state taxes required under state law, and the information provided is true and accurate to the best of my knowledge

Save Save & Proceed

You can save your application and return to complete it later.

To save and continue click “Save & Proceed”

12. Submit your payment

\$ **Cart**
 VICTORINO2025 `s Cart

Cart #X-2025-03-07_10-50-40

Items
Checkout
Confirmation

Note that you can select a maximum of 15 fees per online transaction, and use a valid credit / debit card (MasterCard only) or funds transfer (bank checking or savings account) to pay online.

Our payment processor conducts system maintenance between 2:00 AM and 6:00 AM Sundays. You may not be able to process a payment during this time.

Fees

Select All	Action	Type	Amount	Amount Outstanding	Related To
<input checked="" type="checkbox"/>		Amusement New License Application Fee	\$40.00	\$40.00	MA-Amusement-0771

Email Receipt To: [REDACTED]

Total Selected \$40.00

Refresh Total

Continue

This concludes the instructions to apply for a new amusement or small inflatable license. If you have any questions or need any support, please contact ips.support@mass.gov.

Section 2: How to Renew Amusement & Small Inflatable

The instructions below describe how to renew your amusement or small inflatable artifact.

Renewal Prerequisite

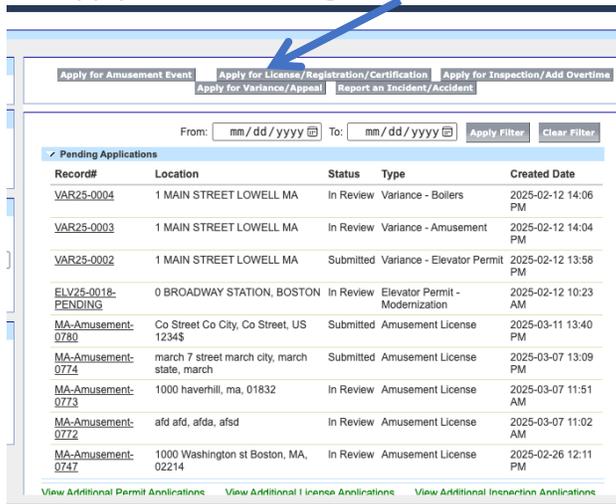
The following requirements are necessary to renew an amusement or small inflatable

13. IPS Customer portal user account
14. MA License # for your device
15. Current license is due to expire within 90 days.

Apply Amusement or Small Inflatable Renewal

16. Start by logging in to the IPS system if you are not logged in.

17. Select “Apply for License/Registration/Certification” tab to go the next page.



Apply for Amusement Event **Apply for License/Registration/Certification** Apply for Inspection/Add Overtime
Apply for Variance/Appeal Report an Incident/Accident

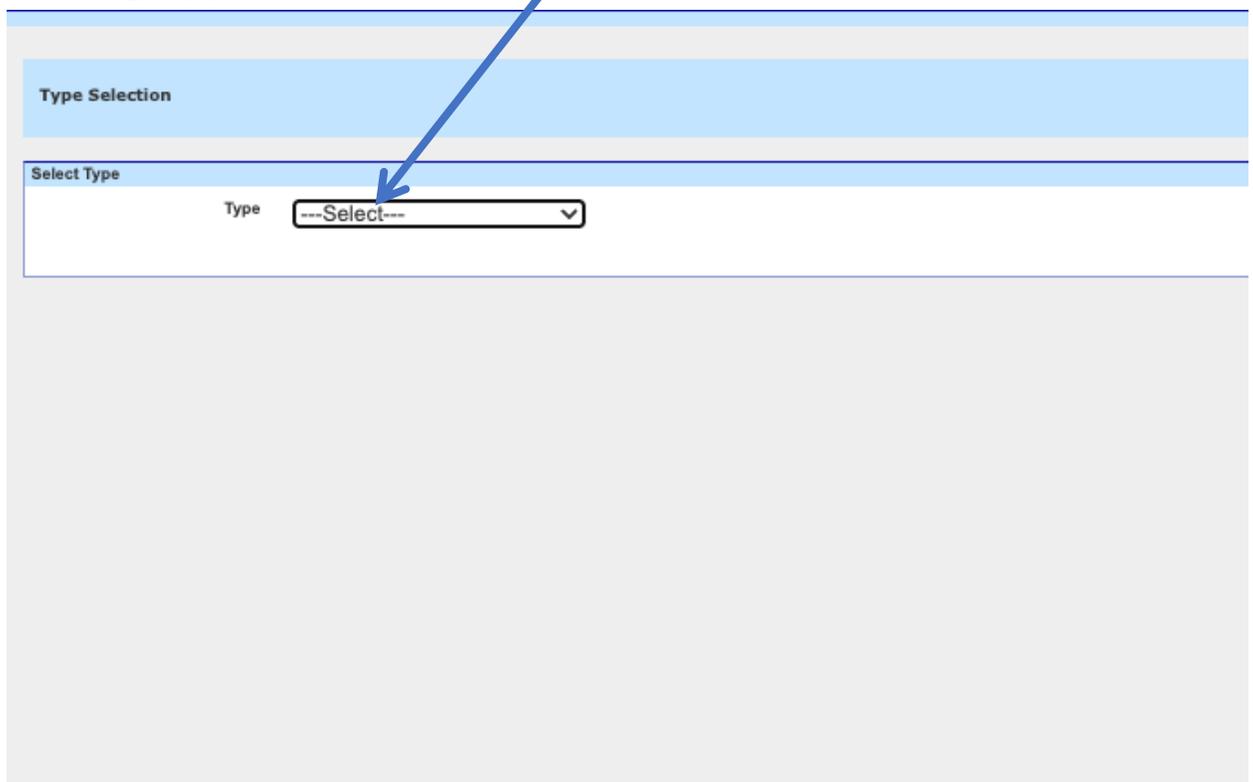
From: mm/dd/yyyy To: mm/dd/yyyy Apply Filter Clear Filter

✓ Pending Applications

Record#	Location	Status	Type	Created Date
VAR25-0004	1 MAIN STREET LOWELL MA	In Review	Variance - Boilers	2025-02-12 14:06 PM
VAR25-0003	1 MAIN STREET LOWELL MA	In Review	Variance - Amusement	2025-02-12 14:04 PM
VAR25-0002	1 MAIN STREET LOWELL MA	Submitted	Variance - Elevator Permit	2025-02-12 13:58 PM
ELV25-0018-PENDING	0 BROADWAY STATION, BOSTON	In Review	Elevator Permit - Modernization	2025-02-12 10:23 AM
MA-Amusement-0760	Co Street Co City, Co Street, US 12345	Submitted	Amusement License	2025-03-11 13:40 PM
MA-Amusement-0774	march 7 street march city, march state, march	Submitted	Amusement License	2025-03-07 13:09 PM
MA-Amusement-0773	1000 haverhill, ma, 01832	In Review	Amusement License	2025-03-07 11:51 AM
MA-Amusement-0772	afd afd, afd, afd	In Review	Amusement License	2025-03-07 11:02 AM
MA-Amusement-0747	1000 Washington st Boston, MA, 02214	In Review	Amusement License	2025-02-26 12:11 PM

[View Additional Permit Applications](#) [View Additional License Applications](#) [View Additional Inspection Applications](#)

18. Next on the “type selection”, click on “Select” to activate the drop down. Please select Amusement License.



Type Selection

Select Type

Type

19. From the sub-type, select the radio button option that applies to you.

- Amusement License** (Use only if applying for a mix of Amusement and Small inflatables Device)
- Small license** (Select only if you’re applying for Small Inflatables device ALONE)

Select Type

Type

Sub Type

Amusement License

Small Inflatable

Next

20. Select the "Renew" option, on the far right to proceed to the next screen.

License Search

i To renew a license, enter your License Number (MA-###) or enter 'MA' and click Search to view all your licenses. For a new license application, click Apply for License

License Number

Search **Apply for License**

Amusement Licenses

Amusement License Application	License Number	Company Name	Status	License Expiration Date	Action
MA-Amusement-0771	MA-1068	MarchSeven	Issued	03/06/2025	Renew

21. Review the information and make necessary corrections if necessary. Scroll down and select “Save and Proceed”

a. Make necessary inputs and complete each section.

Owner/Company Information

Full Name Of Company	IPSTEST	Full Name of Company Owner	IPSOwner
Contact Person	IPSTContact	Contact Title	IPSTITLE
Contact Email	ips@email.com	Contact Phone No	9781234567890

Company Address

Street	Co Street
City	Co City
State	Co Street
Zip Code	12345
Country	US

Certified Maintenance Mechanic

You must add at least one Certified Maintenance Mechanic (CMM) to be able to proceed with your application

Full Name		Street	
Phone No		City	
Email		State	
License #		Zip Code	
License Expiration Date	3/11/2025	Country	

Amusement Devices

You must add at least one amusement device to be able to proceed with your application

Ride Name		Manufacturer	
Date of Manufacture	3/11/2025	Manufacturers Model Number	
Date of Purchase	3/11/2025	Manufacturers Serial Number	
Primary State of Registration		Type	--None--
Does ride have USID #?	--None--		

Actions	Name	License #	License Expiration Date
Edit	IPSM E	LIC123455	03/11/2025

Actions	USID	Name of Device	Type Of Device	Does ride have USID #?
Edit		IPS RIDE	Small Inflatable	Yes

Make necessary inputs and click save

You must add at least one CMM to continue. To add multiple CMM, complete the CMM form and click of “Add Mechanic”

You must add at least one Amusement Device to continue. To add multiple devices, input details and click on “Add Device”

When completed, click “Save & Proceed”

22. Upload any necessary documents and select “save and proceed” to move to the next page.

Home

Welcome, 2025
[My Profile](#) | [Logout](#)

Messages and Alerts
For any application issues, please contact DPS - IPS System Admin at (617) 826-5253 or email at ips.support@mass.gov

Search IPS
Search By
Record#
[Search IPS](#)

Quick Links
[CAMIS](#)
[DPS License Verification](#)
[Division of Professional Licensure](#)
[CART](#)
[Fee Search](#)

Amusement Application: MA-Amusement-0774

Forms are available for download via <https://www.mass.gov/amusements-challenge-course-climbing-wall-and-inflatables-licensing>

Required Document Attachment

Insurance certificate with insured devices*	<input type="button" value="Choose File"/>	No file chosen
Certified inspector's report*	<input type="button" value="Choose File"/>	No file chosen
Manufacturer's Data Report for each Newly Acquired Ride(s)	<input type="button" value="Choose File"/>	No file chosen
All manuals and bulletins	<input type="button" value="Choose File"/>	No file chosen
Name of the trained and certified operators	<input type="button" value="Choose File"/>	No file chosen
CORI Request Form for Company Owner*	<input type="button" value="Choose File"/>	No file chosen
CORI Procedure*	<input type="button" value="Choose File"/>	No file chosen
Pressure Vessel Certificate of Inspection	<input type="button" value="Choose File"/>	No file chosen
Copy of CMM License	<input type="button" value="Choose File"/>	No file chosen
Non-Destructive Testing (NDT) Report (if applicable)	<input type="button" value="Choose File"/>	No file chosen

23. Click on the check box to attest to the information provided.

Amusement Application: MA-Amusement-0774

Information

Certification

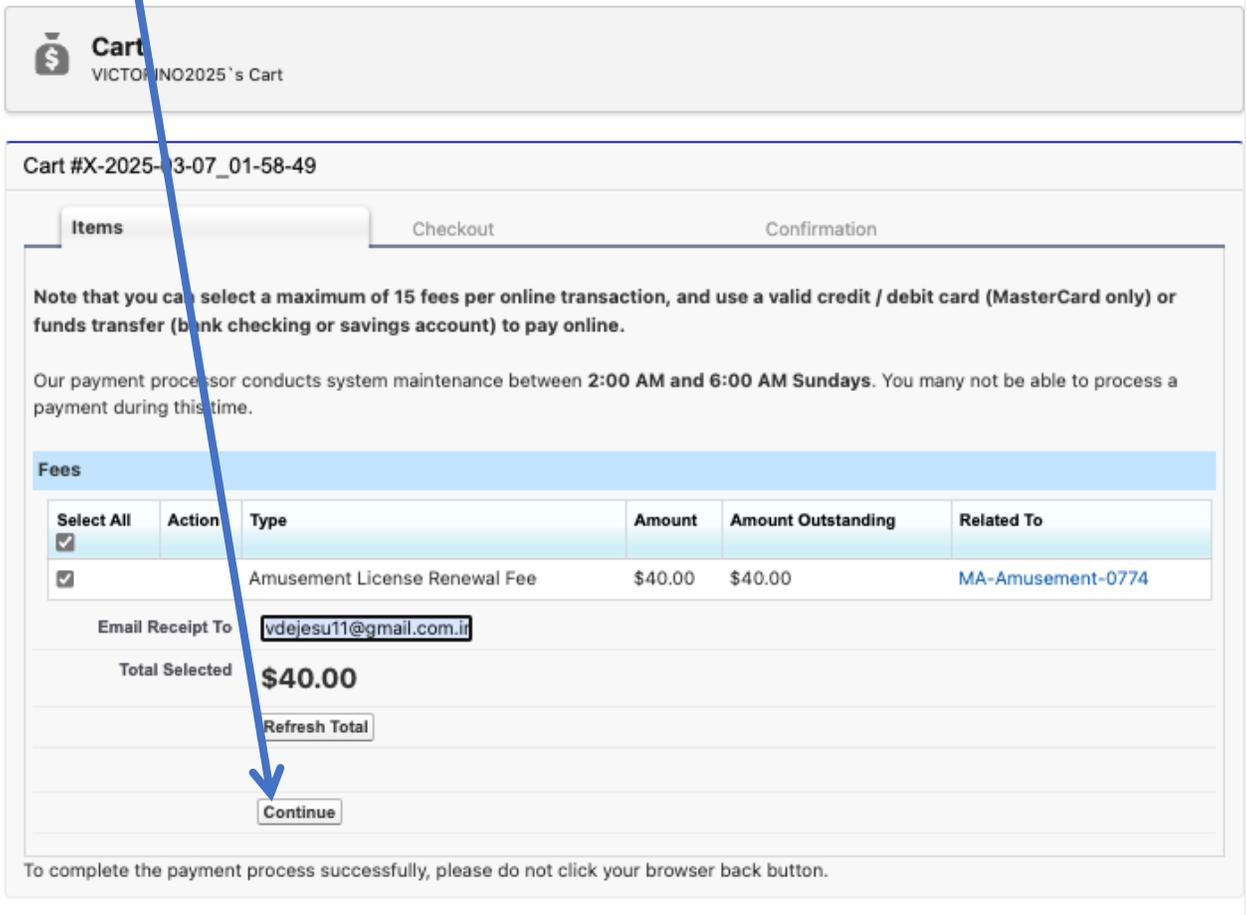
I certify under the penalties of perjury that I have filed all state tax returns and paid all state taxes required under state law, and the information provided is true and accurate to the best of my knowledge

You can save your application and return to complete it later.

To save and continue click “Save & Proceed”

24. Make sure the item for the application is selected. **If there are other fees you do not wish to pay, uncheck the associated box.**

Click continue to submit payment



Cart
VICTORINO2025's Cart

Cart #X-2025-03-07_01-58-49

Items Checkout Confirmation

Note that you can select a maximum of 15 fees per online transaction, and use a valid credit / debit card (MasterCard only) or funds transfer (bank checking or savings account) to pay online.

Our payment processor conducts system maintenance between 2:00 AM and 6:00 AM Sundays. You may not be able to process a payment during this time.

Fees

Select All	Action	Type	Amount	Amount Outstanding	Related To
<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>		Amusement License Renewal Fee	\$40.00	\$40.00	MA-Amusement-0774

Email Receipt To:

Total Selected: **\$40.00**

To complete the payment process successfully, please do not click your browser back button.

Section 3: How to Resubmit Rejected Amusement & Small Inflatable Application

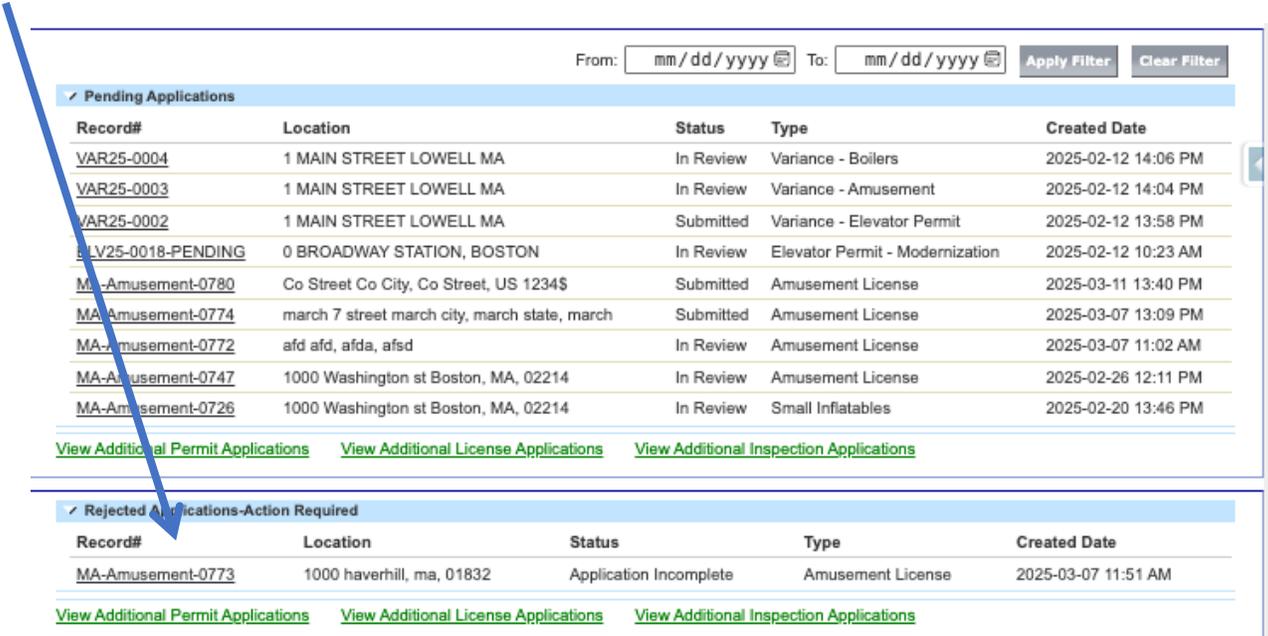
Prerequisites:

25. IPS User account

Resubmitting an application

26. Start by logging in to the IPS system

27. Click on the application number under 'Rejected Applications – Action Required'. - **If you do not see the application, please contact ips.support@mass.gov.**



From: To: [Apply Filter](#) [Clear Filter](#)

Pending Applications				
Record#	Location	Status	Type	Created Date
VAR25-0004	1 MAIN STREET LOWELL MA	In Review	Variance - Boilers	2025-02-12 14:06 PM
VAR25-0003	1 MAIN STREET LOWELL MA	In Review	Variance - Amusement	2025-02-12 14:04 PM
VAR25-0002	1 MAIN STREET LOWELL MA	Submitted	Variance - Elevator Permit	2025-02-12 13:58 PM
BLV25-0018-PENDING	0 BROADWAY STATION, BOSTON	In Review	Elevator Permit - Modernization	2025-02-12 10:23 AM
MA-Amusement-0780	Co Street Co City, Co Street, US 1234\$	Submitted	Amusement License	2025-03-11 13:40 PM
MA-Amusement-0774	march 7 street march city, march state, march	Submitted	Amusement License	2025-03-07 13:09 PM
MA-Amusement-0772	afd afd, afda, afsd	In Review	Amusement License	2025-03-07 11:02 AM
MA-Amusement-0747	1000 Washington st Boston, MA, 02214	In Review	Amusement License	2025-02-26 12:11 PM
MA-Amusement-0726	1000 Washington st Boston, MA, 02214	In Review	Small Inflatables	2025-02-20 13:46 PM

[View Additional Permit Applications](#) [View Additional License Applications](#) [View Additional Inspection Applications](#)

Rejected Applications-Action Required				
Record#	Location	Status	Type	Created Date
MA-Amusement-0773	1000 haverhill, ma, 01832	Application Incomplete	Amusement License	2025-03-07 11:51 AM

[View Additional Permit Applications](#) [View Additional License Applications](#) [View Additional Inspection Applications](#)

28. Click on the edit button top or bottom page.

Amusement Application
MA-Amusement-0773

[Printable View](#)

Amusement Application Detail

[Edit](#)

[Create Event](#)

Full Name Of Company	Victor	Full Name of Company Owner	BigUP
Company Contact Person	Victor	Company Contact Title	Owner
Company Contact Email	vdeje@gmail.com	Company Contact Phone	(978) 556-2232
Company Address			
Company Address Street	1000		
Company Address City	haverhill		
Company Address State	ma		
Company Address Zip Code	01832		
Company Address Country			
Applicant Information			
Applicant	Victor		
Company Information			
Company Name	Victor	License Number	
Company Email	vdeje@gmail.com		
Certified Maintenance Mechanic			
CMM	License Number		
Device Information			
Number Of Devices	1		
Financial			
Total Fees	\$40.00	Total Payments	\$40.00
		Total Balance	\$0.00
System Information			
Created By	VICTORINO 2025, 3/7/2025 11:51 AM	Last Modified By	VICTORINO 2025, 3/7/2025 11:56 AM

[Edit](#)

[Create Event](#)

Uploading requested document(s). You may refer to section 2 for references. **Please be advised that you will need to remove the document previously uploaded before you can upload a new version.**

Amusement Application: MA-Amusement-0773

Forms are available for download via <https://www.mass.gov/amusements-challenge-course-climbing-wall-and-inflatables-licensing>

Required Document Attachment

Insurance certificate with insured devices*	<input type="button" value="Choose File"/>	No file chosen
Certified inspector's report*	<input type="button" value="Choose File"/>	No file chosen
Manufacturer's Data Report for each Newly Acquired Ride(s). <small>(i)</small>	<input type="button" value="Choose File"/>	No file chosen
All manuals and bulletins <small>(i)</small>	<input type="button" value="Choose File"/>	No file chosen
Name of the trained and certified operators* <small>(i)</small>	<input type="button" value="Choose File"/>	No file chosen
CORI Request Form for Company Owner*	<input type="button" value="Choose File"/>	No file chosen
CORI Procedure*	<input type="button" value="Choose File"/>	No file chosen
Pressure Vessel Certificate of Inspection <small>(i)</small>	<input type="button" value="Choose File"/>	No file chosen
Copy of CMM License* <small>(i)</small>	<input type="button" value="Choose File"/>	No file chosen
Non-Destructive Testing (NDT) Report (If applicable)	<input type="button" value="Choose File"/>	No file chosen

Existing Documents

Document Name	CreatedDate	Actions
Insurance certificate with insured devices.xlsx	Fri Mar 07 16:53:47 GMT 2025	<input type="button" value="Remove"/>
Certified inspector's report.xlsx	Fri Mar 07 16:53:47 GMT 2025	<input type="button" value="Remove"/>
Manufacturer's Data Report for each Newly Acquired Ride(s)..xlsx	Fri Mar 07 16:53:47 GMT 2025	<input type="button" value="Remove"/>
All manuals and bulletins.xlsx	Fri Mar 07 16:53:47 GMT 2025	<input type="button" value="Remove"/>
Name of the trained and certified operators.xlsx	Fri Mar 07 16:53:47 GMT 2025	<input type="button" value="Remove"/>
CORI Request Form for Company Owner.xlsx	Fri Mar 07 16:53:47 GMT 2025	<input type="button" value="Remove"/>
CORI Procedure.xlsx	Fri Mar 07 16:53:47 GMT 2025	<input type="button" value="Remove"/>
Pressure Vessel Certificate of Inspection.xlsx	Fri Mar 07 16:53:47 GMT 2025	<input type="button" value="Remove"/>
Copy of CMM License.xlsx	Fri Mar 07 16:53:47 GMT 2025	<input type="button" value="Remove"/>
Non-Destructive Testing (NDT) Report (If applicable).xlsx	Fri Mar 07 16:53:47 GMT 2025	<input type="button" value="Remove"/>