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MIKE KENNEALY SECRETARY OF HOUSING AND ECONOMIC DEVELOPMENT

## Commonwealth of Massachusetts Division of Professional Licensure Board of Registration of Cosmetology and Barbering

1000 Washington Street, Suite 710 Boston, Massachusetts 02118 EDWARD A. PALLESCHI UNDERSECRETARY OF CONSUMER AFFAIRS AND BUSINESS REGULATION

LAYLA R. D'EMILIA COMMISSIONER, DIVISION OF PROFESSIONAL LICENSURE

## Instructions on how to change address or name online:

- 1. Visit https://elicensing.state.ma.us/CitizenAccess/ to register for an ePlace portal account. Detailed instructions on how to create a portal account can be found <a href="https://elicensing.state.ma.us/CitizenAccess/">https://elicensing.state.ma.us/CitizenAccess/</a> to register for an ePlace portal account.
- 2. After you have registered for an account, please login with the username and password that you
- created and ensure that your license record is linked to your ePlace portal account.
- 3. After logging in with the username that you created when you registered, go to the **"Manage My Licenses and Permits"** tab, and complete the following steps:
- a. Select the "Amendment" link under action displayed in your license record
- b. Select "DPL Amendment (name change, address change, duplicate license)" and hit continue;

Home	Manage Licenses, Permits & Certificates	File & Track Complaints
	File an Online Application   Ma	anage My Licenses, Permits & Certificates
elect an A	mendment Type	
hoose one	of the following available amendment types. F	For assistance or to apply for an amendment type not listed below ple
OPL	V	
CE Subm	ission	

c. Select the appropriate change you would like to submit (address change and (or) name change) and hit continue:

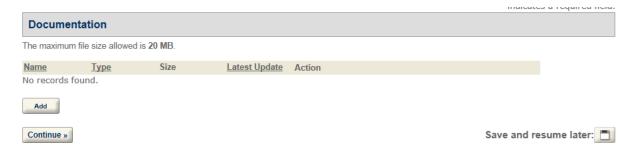
**(2)** T

TELEPHONE: (617) 701-8600 FAX: (617) 701-8652 TTY/TDD: (617) 701-8645 http://www.mass.gov/dpl

- d. Select "edit" and click on "add contact address" to add new address and enter start date of the new address and hit Save and Close twice. (For name changes, the contact information will allow you to update the name if you selected "Change of Name" in part C above).
- e. Once you get the continue button and see "Contact updated successfully" proceed to move forward and hit continue.



4. Please ensure to attach proper documentation. For name changes, you must submit legal name change documentation or copy of current government issued ID reflecting the name change (driver's license, passport, etc.)



If you have any additional questions in regards to address or name changes online, please email the board at cosmetologyandbarberingboard@mass.gov.