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## 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 [here](#).
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 | Manage My Licenses, Permits & Certificates

**Select an Amendment Type**

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

DPL

☐ CE Submission

☒ DPL Amendment (name change, address change, duplicate license)

Continue »

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



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.

✓ **Contact updated successfully.**

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.)


Documentation

The maximum file size allowed is 20 MB.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Continue »

Save and resume later: 

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