



MAURA HEALEY  
GOVERNOR

KIM DRISCOLL  
LIEUTENANT GOVERNOR

ASHLEY STOLBA  
INTERIM SECRETARY, EXECUTIVE  
OFFICE OF ECONOMIC  
DEVELOPMENT

## Commonwealth of Massachusetts Division of Occupational Licensure

One Federal Street, Suite 600  
Boston, Massachusetts 02110-2012

LAYLA R. D'EMILIA  
UNDERSECRETARY, CONSUMER  
AFFAIRS AND BUSINESS  
REGULATION

SARAH R. WILKINSON  
COMMISSIONER, DIVISION OF  
OCCUPATIONAL LICENSURE

### **Applications and Renewals for Licensees of the Board of Registration of Real Estate Brokers and Salespersons**

As the Division of Occupational Licensure (DOL) continues to implement its new eLIPSE licensing system, we want to highlight some items for licensees to help them apply and renew more easily.

#### **eLIPSE**

All applications, renewals and reinstatements are now submitted through the new system, which you will find here: [eLIPSE portal](#).

You will need to create a new account with MyMass.Gov the first time you log into the eLIPSE portal. Your license will now be digital and you can view and print your license from your account at any time.

For instructions on how to proceed through eLIPSE, the Division has prepared step-by-step guides that you can find here: [DOL eLIPSE How-To Guides page](#)

#### **Requirements for all Applications**

**1. All initial, renewal and reinstatement applicants must submit a CORI form.**

The CORI form is available here: <https://www.mass.gov/doc/dol-cori-form/download>

Please note that **the CORI form must be notarized**. This will require you to engage with a notary public to witness your signature on the form before you submit your application.

**2. All Brokers must submit a copy of their Bond.**

A bond is a statutory and regulatory requirement of a broker's license.

The bond form is available here: <https://www.mass.gov/doc/real-estate-broker-bond-form-updated/download>

A sample bond form is available here: <https://www.mass.gov/doc/sample-broker-bond-updated/download>

**3. All renewal applicants who are subject to continuing education requirements must submit their Continuing Education Units (CEUs).**

Please note that some renewal applicants – including Attorney-Brokers and those renewing as inactive – are not required to submit CEUs.

**4. All licensees must submit their own license applications.**

Businesses cannot submit applications for their employees and a staff person cannot submit an application for their employer. Every application includes an attestation that only the licensee may sign.



**Preparing these items before applying for or renewing your license will ensure a much smoother process.**

### **Issues with Licensure**

If you experience persistent issues while attempting to apply or renew in eLIPSE, please:

1. Log into your eLIPSE account;
2. Click the “Request Support” button on your main page or in the top right corner;
3. Click “General Support Request”; and
4. Complete the form and submit it.

Submitting requests for support through eLIPSE helps the Division organize and respond to issues more effectively. Please include as much information as possible in your request.

If you are unable to create an account, please contact DOL’s Welcome Center at (617) 701-8895.

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