



Commonwealth of Massachusetts
Division of Occupational Licensure
1 Federal Street, Suite 0600 • Boston • Massachusetts •
02110-2012

Online Verification/Certificate of Regulatory Board Form **Submission**

Please be aware if you wish to request a verification of your license or Certificate of Regulatory Boards we will no longer accept paper/mailed requests. All requests must be submitted online through our e-place portal system. Please follow the instructions below to submit an E-request for verification of licensure:

1. Log in to your account or create an account on the [E-place Portal](#).
2. Click on the Manage Licenses, Permits, Certificates
3. File an online application (accept terms)
4. Click on License Verification Request/ Certification
5. Select the Board for your license
 - a. License Type
 - b. Last Name
 - c. Contact (phone or email)
6. List any special instructions
7. Certificate of Regulatory Board Form requests, please upload form in the documents section. If applicable.
8. Review information for final submission.
9. Pay Fee

