

## Submitting an online Request for Wall Certificate

Log in to your ePlace Portal account...

<https://elicensing21.mass.gov/CitizenAccess/Default.aspx> Licensing and Permitting Portal

Select the Manage Licenses, Permits and Certificates tab...

Scroll down to find your license number, and Scroll Right to find and select “Amendment”...

2.35% convenience fee

Home **Manage Licenses, Permits and Certificates** File and Track Complaints

File an Online Application **Manage My Licenses, Permits & Certificates**

### Licenses, Permits, Certificates, & Other Records

Records that have been associated with your ePLACE Portal account are listed in the below table. For each license, permit, certificate, or other record, click the identifying number for additional details.

The links associated with a particular record allow you to perform actions such as resuming an application, starting a renewal, filing an amendment, etc.

Don't see your license or permit?  
Both renewals and amendments require your license, certificate or permit to be linked to your account. If your license, permit or certificate is not listed in the table below, you will need to link it to your account as follows. Please note that a record ID and authorization code are required to link a license.

1. Click on this link to [Link your account to your license](#). (Test)
2. Then click the top list item labeled Link your License/Permit/Certificate to your account.

For DOL LICENSEES only: if you do not have your authorization code, please [go to this page](#) to retrieve it. You will need to provide your License Record ID, the last 4 digits of your Social Security Number, and License Serial Number.  
Record ID: your full license number (example: 123654789-SW-LICSW or 708090-AR-AR)  
License Serial Number: the number that is in the lower right portion of your license card (example: 123456)

DLS LICENSEES requiring this information should contact the agency.

ABCC Licensees requiring this information should contact the agency.

Showing 1-9 of 9 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Identifying Number	Record Type	Entity Name	Expiration Date	Status	Action	S
<input type="checkbox"/>	02/17/2022	<a href="#">2022-000000031-AMEND</a>	DPL Amendment (name change, address change, duplicate license)			Closed		A
<input type="checkbox"/>	02/17/2022	<a href="#">2022-1-AR-EAPP</a>	Architect Emeritus Application			Closed		A
<input type="checkbox"/>	02/17/2022	<a href="#">201790-AR-E</a>	Architect Emeritus License			Current	<a href="#">Amendment</a>	A
<input type="checkbox"/>	02/17/2022	<a href="#">953353-AR-R</a>	Architect License		08/31/2022	Current	<a href="#">Amendment</a>	A
<input type="checkbox"/>	02/17/2022	<a href="#">953351-AR-AR</a>	Architect License		08/31/2022	Current	<a href="#">Amendment</a>	A
<input type="checkbox"/>	02/17/2022	<a href="#">953352-AR-AR</a>	Architect License		08/31/2022	Current	<a href="#">Amendment</a>	A
<input type="checkbox"/>	02/17/2022	<a href="#">2022-3-AR-AAPP</a>	Architect License Application			Ready for Printing		A
<input type="checkbox"/>	02/17/2022	<a href="#">2022-5-AR-AAPP</a>	Architect License Application			Ready for Printing		A

## Submitting an online Request for Wall Certificate

On the next screen, Select the Amendment Type: “Request for Wall-Certificate” - by clicking in the radio button available – then click Continue...

The screenshot shows the ePLACE Portal on the Mass.gov website. The header includes navigation links for State Offices & Courts, State A-Z Topics, State Forms, and Accessibility FAQs. The main content area is titled "ePLACE Portal" and includes a search bar, a "Need Help?" section with contact information, and a "Select an Amendment Type" section. The "Select an Amendment Type" section has a search bar and two radio button options: "DPL Amendment (name change, address change, duplicate license)" and "Request for Wall Certificate". The "Request for Wall Certificate" option is selected. A "Continue »" button is at the bottom of the form.

Mass.gov State Offices & Courts | State A-Z Topics | State Forms | Accessibility FAQs

An Official website of the Commonwealth of Massachusetts

**ePLACE Portal**

Announcements Logged in as: John Hill Collections (0) Account Management Logout

Need Help? For technical assistance in using this web application, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federally observed holidays. If you prefer, you can also e-mail us at [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us). For assistance with non-technical issues, please contact the issuing Agency directly using the links below.

Contact [Alcoholic Beverages Control Commission](#)  
Contact [Department of Labor Standards](#)  
Contact [Division of Occupational Licensure](#)

Translation Information - [Click Here](#)

To apply for an Energy and Environmental Affairs (DEP, MDAR or DCR) permit or license, please [click here](#).

**Convenience Fee:** For DOL and DLS transactions, please note that all on line credit card transactions incur a 2.35% convenience fee. There is a of \$0.35 associated with online payment by ACH/EFT.

For ABCC transactions, please note that all on line credit card transactions incur a 2.35% convenience fee

Home **Manage Licenses, Permits and Certificates** File and 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.

**Search**

☐ DPL Amendment (name change, address change, duplicate license)  
☒ Request for Wall Certificate

**Continue »**

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## Submitting an online Request for Wall Certificate

Select the number of Wall Certificates you want to have made, (*typically one is sufficient*).

Enter all the "\*" (required) address information... then click Continue...

[Home](#) [Manage Licenses, Permits and Certificates](#) [File and Track Complaints](#)

[File an Online Application](#) [Manage My Licenses, Permits & Certificates](#)

**Request for Wall Certificate**

1 Application Information

2 Documentation

3 E-Signature

4 Review

5 Pay Fees

6

**Step 1: Application Information > Application Information**  
You may use this form to purchase a wall certificate for your professional license. A \$27 fee will be assessed for each wall certificate requested. Use the fields below to indicate the address to which the wall certificate should be mailed.  
\* Indicates a required field.

**Request Details**

**REQUEST DETAILS**

\* Quantity:

**Address Information**

**ADDRESS INFORMATION**

Street Number: \*

Address Line 1: \*

Address Line 2:

Address Line 3:

City: \*

State: \*

Zip Code: \*

Country: \*

[Save and resume later](#) [Continue »](#)

## Submitting an online Request for Wall Certificate

THERE IS NO ADDITIONAL DOCUMENTATION REQUIRED HERE... CLICK CONTINUE...

[EPDACC\\_nelpoesk@state.ma.us](mailto:EPDACC_nelpoesk@state.ma.us). For assistance with non-technical issues, please contact the issuing Agency directly using the links below.

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Home

Manage Licenses, Permits and Certificates

File and Track Complaints

File an Online Application

Manage My Licenses, Permits & Certificates

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6

**Step 2: Documentation > Documentation**

You may upload supporting documentation for this wall certificate request here.

\* Indicates a required field.

**Manage Documents**

The maximum file size allowed is 20 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;ins;isp;jar;jse;lib;lnk;mde;msc;msp;mst;php;pif;scr;scr;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Save and resume later

Continue »

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## Submitting an online Request for Wall Certificate

READ through and select the 'check-box' in agreement...

Enter your full name and click Continue...

Contact [Alcoholic Beverages Control Commission](#)  
Contact [Department of Labor Standards](#)  
Contact [Division of Occupational Licensure](#)

Translation Information - [Click Here](#)

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[Home](#) **Manage Licenses, Permits and Certificates** [File and Track Complaints](#)

[File an Online Application](#) [Manage My Licenses, Permits & Certificates](#)

**Request for Wall Certificate**

1 Application Information	2 Documentation	3 E-Signature	4 Review	5 Pay Fees	6
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**Step 3:E-Signature>E-Signature**

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an eSignature is the electronic equivalent of a hand-written signature. I certify, under the pains and penalties of perjury, that the information I have provided pursuant to this application is truthful and accurate. I further certify that I have had the opportunity to review and correct the information provided in this application. I understand that any misrepresentation or omission of information contained in this application may be grounds for the Board to deny the application or to suspend or revoke a license issued to me. I further attest that, pursuant to M.G.L. c 92, §40A, to the best of my knowledge and belief, I have complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support. Do Not E-Sign Until You Have Read The Above Statement. By my eSignature below, I certify that I have read, fully understand, and accept all terms of the foregoing statement. I make my eSignature by completing the fields below.

\* Indicates a required field.

**Electronic Signature**

---

**ELECTRONIC SIGNATURE**

I agree: \* ☒

My full name:: \*

[Save and resume later](#) [Continue »](#)

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## Submitting an online Request for Wall Certificate

Review your entered data, edit any items necessary, and click Continue

Step 4: Review

Save and resume later

Continue »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Request for Wall Certificate

Request Details

REQUEST DETAILS

Quantity:

1

Edit

Address Information

ADDRESS INFORMATION

Street Number:

1000

Address Line 1:

Washington St

Address Line 2:

Address Line 3:

City:

Boston

State:

Massachusetts

Zip Code:

02118

Country:

United States

Edit

Manage Documents

The maximum file size allowed is 20 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;ins;isp;jar;jse;lib;lnk;mde;msc;msp;mst;php;pif;scr;scs;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Electronic Signature

ELECTRONIC SIGNATURE

I agree:

Yes

My full name::

XXXXXXX

Edit

Save and resume later

Continue »

## Submitting an online Request for Wall Certificate

Notice the Fee (\$27.00 PER CERTIFICATE) and click Continue

Contact [Department of Labor Standards](#)  
Contact [Division of Occupational Licensure](#)

Translation Information - [Click Here](#)

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Home

Manage Licenses, Permits and Certificates

File and Track Complaints

File an Online Application

Manage My Licenses, Permits & Certificates

**Request for Wall Certificate**

1	2 Documentation	3 E-Signature	4 Review	5 Pay Fees	6 Record Issuance
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**Step 5: Pay Fees**

The license, permit, and/or certificate fees for your transaction are listed below for review.

Please note that all online credit card transactions incur a 2.35% convenience fee. There is a fee of \$0.35 associated with online payment by ACH/EFT.

Convenience fees are charged by our e-payment vendor and are non-refundable.

To proceed and pay, click Continue and you will be redirected to the Commonwealth's payment site.

**Application Fees**

Fees	Qty.	Amount
Wall Certificate	1	\$27.00

**TOTAL FEES: \$27.00**

Note: This may not include additional fees, such as licensure fees, which may be assessed later.

Continue »

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## Submitting an online Request for Wall Certificate

You will be redirected to nCourt, our third-party payment vendor.

Enter the Billing & Payment information accordingly,

The screenshot shows the nCourt payment interface for a Wall Certificate request. The header includes the Division of Professional Licensure (DPL) logo and contact information. A blue banner at the top states: "For refund inquiries call DPL 617-701-8600" and "1000 Washington Street, Suite 710, Boston, Massachusetts 02118". Below this, a message indicates a 2.35% convenience fee for credit card payments and a \$0.35 fee for Electronic Check/ACH payments, with a link to the ACH FAQ.

The interface has three tabs: "Payment" (selected), "Receipt", and "Receipt". Under the "Payment" tab, a message states: "You have elected to pay for the following item(s)."

Description	Record Number	Amount
Wall Certificate	22TMP-007286	\$27.00
		\$27.00

Total Convenience Fee Due: \$0.63  
Total Amount Due: \$27.63

The form is divided into two main sections: "Billing Information" and "Payment Information".

**Billing Information:**

- First Name: Enter First Name
- Last Name: Enter Last Name
- Street: Enter Street
- City: Enter City
- State/Territory: Select State
- Zip: Enter Zip
- Phone Number: ( ) - -

**Payment Information:**

- Card Type: Credit/Debit Card (selected), Electronic Check/ACH
- Card Type: Select Card Type
- Card Number: TEST MODE
- CVV Code: 123
- Expiration: 01 / 2022
- Check to accept both the Commonwealth of Massachusetts and nCourt Terms Agreements.  
☐ I Accept
- Commonwealth of Massachusetts Terms Agreement
- I authorize the charge to my credit card for the amount shown above. I agree to pay the total amount above.

Ensure to enter the information in correlation with the Payment Method to be used.

*(Do not enter personal information if paying with a business account, unless they're one and the same)*



## Submitting an online Request for Wall Certificate

Upon completing the payment process, you will be redirected back into Accela...

You have successfully completed the request for a Wall Certificate.

**Forward the screen-print similar to below,** to the appropriate Board' [email account](#), that the assigned document number (circled below) may be processed accordingly...

Need Help? For technical assistance in using this web application, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federally observed holidays. If you prefer, you can also e-mail us at [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us). For assistance with non-technical issues, please contact the issuing Agency directly using the links below.

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Home **Manage Licenses, Permits and Certificates** File and Track Complaints


File an Online Application Manage My Licenses, Permits & Certificates

**Request for Wall Certificate**

1	2 Documentation	3 E-Signature	4 Review	5 Pay Fees	6 Application Submission
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**Step 6: Application Submission**

**Receipt**

 Successfully Completed.

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**DPL**  
**2022-1864-WC** Request for Wall Certificate

You 'should' receive an email confirmation/receipt from "customerservice@nCourt.com" and we ask that you:

PLEASE - DO NOT SUBMIT YOUR EMAIL RECEIPT.

We will work from the screen-print submittal as depicted just above^.