

1. Login to your portal account and select “amendment” next to the license record. Next page select DPL amendment:

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

- Add/Replace/Remove DBA Name on Master Electrician and Systems Contractor License
- CE Submission
- DPL Amendment (name change, address change, duplicate license)
- Request for Wall Certificate

Continue »

2. Select Address change then Select duplicate license if you want another license card printed.

### Amendment

#### AMENDMENT

- Change of Name:
- Change of Address:
- Change of Phone or Email:
- Duplicate License:

Save and resume later

Continue »

3. Click “Actions” and select “edit”

Primary Phone:  
Mobile Phone:  
Alternate Phone:  
[Edit](#) .

▼ [Contact Addresses](#)

#### Add Contact Address

To edit a contact address, click the address link.  
Required contact address type(s): Mailing Address

Showing 1-3 of 3

| Address Type    | Recipient | Address   | Action                    |
|-----------------|-----------|---|---------------------------|
| Mailing Address |           | <a href="#">54 SWALLOW LN, DUNSTABLE, MA, 01827-1206, United States</a> |                           |
| Mailing Address |           | <a href="#">54 SWALLOW LN, DUNSTABLE, MA, 01827-1206, United States</a> |                           |
| Mailing Address |           | <a href="#">54 SWALLOW LN, DUNSTABLE, MA, 01827-1206, United States</a> | <a href="#">Actions</a> ▼ |

Edit  
Remove  
Set As Primary

Save and resume later

Continue »

Edit the highlighted fields. Then save and close

### Contact Address Information

\* Address Type: Mailing Address      \* Country: United States      Start Date:

Street Number: 54      \* Address Line 1: SWALLOW LN

Address Line 2:

Address Line 3:

\* City: DUNSTABLE      \* State: MA      \* ZIP Code: 01827-1206

      

Select the matching located US postal listing

### Matching Address Results

▼ Contact Addresses

Showing 1-1 of 1

| Street Number | Address Line 1 | Address Line 2 | Address Line 3 | Country       |
|---------------|----------------|----------------|----------------|---------------|
| 54            | Swallow Ln     |                |                | United States |

  

The contact will say updated then click Continue

Primary Phone:  
Mobile Phone:  
Alternate Phone:  
[Edit](#)

▼ Contact Addresses

To edit a contact address, click the address link.  
Required contact address type(s): Mailing Address

Contact address updated successfully.

Showing 1-3 of 3

| Address Type    | Recipient | Address   | Action                    |
|-----------------|-----------|---|---------------------------|
| Mailing Address |           | <a href="#">54 SWALLOW LN, DUNSTABLE, MA, 01827-1206, United States</a> |                           |
| Mailing Address |           | <a href="#">54 SWALLOW LN, DUNSTABLE, MA, 01827-1206, United States</a> |                           |
| Mailing Address |           | <a href="#">54 Swallow Ln, Dunstable, MA, 01827-1206, United States</a> | <a href="#">Actions</a> ▼ |

No documents are required for address change so Continue

\* indicates a required field.

## Documentation

The maximum file size allowed is 20 MB.

| Name              | Type | Size | Latest Update | Action |
|-------------------|------|------|---------------|--------|
| No records found. |      |      |               |        |

Add

Save and resume later

Continue »

Sign Electronically and continue

## Electronic Signature

### ELECTRONIC SIGNATURE

I agree: \*

My full name: \*



Save and resume later

Continue »

The next page will have you review the information as correct. Then select Continue

If you did not request a duplicate license the message will say successful. If you requested a duplicate license you will proceed to the payment screen before completing the amendment.

### Step 7: Application Submission



Successfully Completed.

Thank you for using our online services.

Your Record Number is 2022-000000001-AMEND.

You will need this number to check the status of your application.

Thank you for your application.