

Secretary of the Commonwealth of Massachusetts
William Francis Galvin

Commonwealth of Massachusetts Citizens' Guide to State Services

Published by
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Secretary of the Commonwealth
Citizen Information Service

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K1 Ambulance Services / EMT

Office of Emergency Medical Services
Department of Public Health
99 Chauncy Street, 11th Floor
Boston, MA 02111
Tel: 617-753-7300
Fax: 617-753-7320
www.mass.gov/orgs/office-of-emergency-medical-services

The mission of the Office of Emergency Medical Services is to promote a statewide community-based emergency medical services (EMS) system that reduces premature death and disability from acute illness and injury through the coordination of local and regional EMS resources. In addition, this division also inspects and certifies ambulance vehicles, inspects and licenses ambulance services, and will accept and investigate complaints against such services.

K2 Amusement Parks/Carnival Rides

Office of Public Safety and Inspection
Amusement Division
1000 Washington Street
Boston, MA 02118
Tel: 617-727-3200
www.mass.gov/orgs/office-of-public-safety-and-inspections
Email: DPSInfo@state.ma.us

Amusement devices such as fixed or portable mechanical device similar to ferris wheels, carousals, challenge courses, climbing walls, euro-bungee devices, inclined railways, inflatables (often referred to as "Bounce Houses") as well as amusement devices as defined by ASTM. Other amusement devices include go karts, concession go karts, and other mechanical devices that are confined to one path of travel.

K3 Asbestos Abatement

Department of Labor Standards
19 Staniford Street, 2nd Floor
Boston, MA 02114
Tel: 617-626-6960
www.mass.gov/orgs/departement-of-labor-standards
E-mail: DLSfeedback@state.ma.us

All those involved in professional asbestos abatement must either be certified or licensed by the Department of Labor and Workforce Development. This Department administers the regulations concerning the removal, containment or encapsulation of asbestos.

Regional Offices and License Walk-In Hours:

4 Summer Street, Room 212
Haverhill, MA 01830
Tel: 978-372-9797
Walk-In Hours: Wednesdays 9:00 - 3:00

1213 Purchase Street, 2nd Floor
(Enter through Maxfield Street)
New Bedford, MA 02740
Tel: 508-984-7718
Walk-In Hours: Second Thursday of each month 9:00 - 3:00

One Federal Street
Building 101, 3rd Floor
Springfield, MA 01105
Tel: 413-781-2676
Walk-In Hours: First Tuesday of each month 9:00 - 3:00

Hadley Building
167 Lyman Street
Westborough, MA 01581
Tel: 508-616-0461
Walk-In Hours: Third Friday of each month 9:00 - 3:00

K4 Birth, Death, and Marriage Records

Registry of Vital Records and Statistics
Department of Public Health
150 Mt. Vernon Street, 1st Floor
Dorchester MA 02125-3105
Tel: 617-740-2600
Tel: 617-740-2606 (to order copies of records by credit card)
Fax: 617-825-7755
www.mass.gov/orgs/registry-of-vital-records-and-statistics

Certified copies of birth, death, and marriage certificates are available at this office. The office also maintains an alphabetical index of divorces in order to direct individuals to the probate court where the divorce was granted. Records from 1926 to the present are filed at this office. Records from 1841-1925 are filed at the Massachusetts Archives . Records prior to 1841 are held by the city and towns where the event took place. The office is closed to the public on Wednesday. Public research hours are Monday through Friday, 9:00 a.m. -12:00 p.m. and 2:00 p.m. - 4:30 p.m.

Option: Birth, marriage, and death certificates are also available from the city or town Clerks' office where the event occurred (or applied from for marriage licenses).

K5 Boats and Recreational Vehicles / ATV's / OHV's Ski-Snowmobiles

Boat and Recreation Vehicle Registration and Titling Bureau

Massachusetts Environmental Police

251 Causeway Street, Suite 101

Boston, MA 02114

Tel: 617-626-1610

Fax: 617-626-1630

www.mass.gov/orgs/boat-and-recreation-vehicle-registration-and-titling-bureau

Hours: Monday - Friday 8:45 - 4:45

The Boat, Off-Highway Vehicle (OHV), and Snowmobile Registration Bureau is responsible for registering motorboats, snowmobiles, and recreation vehicles in the Commonwealth of Massachusetts. There are five regional offices within the state. If you are registering a boat, off-highway vehicle, or snowmobile for the first time, check with this office for the documentation that you need to bring to the Registration Office. While cash is not accepted, personal checks or money orders are. There is also an online option for registration, please call or visit their website for further information, hours and forms as well as information on the safety programs offered.

Regional Offices:

218 South Main Street, 3rd Floor

Fall River, MA 02721

Tel: 508-679-8287

60 Perseverance Way

Hyannis, MA 026011

Tel: 508-771-8382

One Federal Street, Building 101

Springfield, MA 01105

Tel: 413-733-1642

67 Millbrook Street, Suite 350, 3rd Floor

Worcester, MA 01606

Tel: 508-753-0603

K6 Buses and Bus Operators

Transportation Division
Department of Public Utilities
One South Station, 5th Floor
Boston, MA 02110
Tel: 617-305-3559
Fax: 617-478-2598
www.mass.gov/topics/commercial-transportation
E-mail: TransDivision.Complaints@state.ma.us

This division investigates complaints from the public, inspects buses, railway track and equipment, conducts examinations for licensing of bus drivers (including school bus drivers transporting more than eight pupils), and investigates all railway or bus accidents. It has jurisdiction over all intra-state busing.

K7 Buildings

Office of Public Safety and Inspection
1000 Washington Street
Boston, MA 02118
Tel: 617-727-3200
www.mass.gov/orgs/office-of-public-safety-and-inspections
Email: DPSInfo@state.ma.us

This section is responsible for the inspection of all existing state-owned buildings, hospitals, rest homes, and clinics; for the plan review/inspection of all new state-owned buildings; for technical assistance on the State Building Code to all local building officials; and for the licensing of motion picture operators. For home construction, and or repair/remodeling, building permits are required and available from local city or town offices. Also see K12 for further information.

K8 Business License

MGL Chapter 110 sec.5: (roughly translated and not meant as a legal interpretation) Any individual who is going to do business under a name other than his/her own name must file a business certificate in the town or city hall Clerks' office where the business is to be located, often called a DBA certificate: (Doing Business As). This could be a sole proprietorship, general partnership, or a corporation that wishes to register a DBA name. Or, a business may register by incorporating or becoming an LLC or LLP with the Secretary of the Commonwealth. If the owner of the business wishes to register a trademark or service mark, they may file with the Trademarks Section of the Corporations Division of the Office of the Secretary of the Commonwealth. For further information on trademarks, servicemarks or the incorporation process, see Secretary of the Commonwealth, Corporation Division. **NOTE:** Some businesses require a separate state license as well as the requirement to register the business. Example: a barber must register their business at either the city or town hall, or, by incorporating with the Secretary of the Commonwealth, as well as being licensed by the Board of Registration. If you have further

questions on the licensing of a business, contact: Citizen Information Service at 617-727-7030 or, 1-800-392-6090, hours: M-F 8:45-5.

K9 Cigars/Cigarettes

Miscellaneous Tax Unit
Department of Revenue
200 Arlington Street
Chelsea, MA 02150
Tel: 617-887-5090, cigarettes, cigars
www.mass.gov/orgs/massachusetts-department-of-revenue

Licenses are issued here for wholesale or retail sellers of cigar/cigarettes which are sold over-the-counter or through vending machines.

K10 Collection Agencies/Finance Companies/Mortgage Brokers and Lenders/Check Cashiers

Massachusetts Division of Banks
Office of Consumer Affairs and Business Regulation
1000 Washington Street, 10th Floor
Boston, MA 02118-6400
Tel: 617-956-1500
Toll Free: 1-800-495-2265 (within Mass. only)
TTY: 617-956-1577
Fax: 617-956-1599
www.mass.gov/orgs/division-of-banks

This division licenses and regulates the practices of all collection agencies, small loan companies, mortgage brokers and lenders, auto sales finance companies, and sales finance companies. Effective 7/1/94, all persons engaged in the business of cashing checks, drafts, or money orders for a fee greater than one dollar per check, must be licensed with the division. This does not apply to those engaged in the business prior to that date or to banks. Also, car dealers who will be doing auto sales financing must obtain a license here.

K11 Concrete Technicians/Concrete-Testing Laboratories

State Board of Building Regulations and Standards
Office of Public Safety and Inspection
1000 Washington Street
Boston, MA 02118
License Search / Complaints: 617-727-3200, ext. 607
License Application: 508-821-9375
www.mass.gov/orgs/office-of-public-safety-and-inspections
Email: DPSInfo@state.ma.us

This board inspects and licenses concrete-testing laboratories and licenses concrete technicians.

K12 Construction Supervisors/Building Inspectors

State Board of Building Regulations and Standards
Office of Public Safety and Inspection
1000 Washington Street
Boston, MA 02118
Tel: 617-727-3200
www.mass.gov/construction-supervisor-licensing
Email: DPSInfo@state.ma.us

Individuals directly supervising persons engaged in construction, reconstruction, alteration, repair, removal, or demolition involving the structural elements of buildings and structures comprised of less than 35,000 cubic feet of enclosed space must apply to this office for a construction supervisor's license. Effective 9/86, the board has been examining applicants and issuing three types of licenses: (1) unrestricted which allows supervision over any building or structure less than 35,000 cubic feet of enclosed space; (2) restricted only to supervision over one and two-family dwellings, not larger than 35,000 cubic feet of enclosed space; and (3) restricted only to masonry work on buildings or structures less than 35,000 cubic feet of enclosed space. Buildings over 35,000 square cubic feet require registered professional architectural or engineering services. Homeowners performing work for which a building permit is required are exempt from this provision. Applications are available from the local building inspector's office as well as the State Board of Building Regulations and Standards. Since 6/1/94 all inspectors of buildings, building commissioners, and local inspectors (referred to as Building Code Enforcement Officials) must be certified with the board.

K13 Dairies/Milk Dealers/Milk Plants

Department of Agricultural Resources
251 Causeway St, Suite 500
Boston, MA 02114
Tel: 617-626-1814
www.mass.gov/orgs/massachusetts-department-of-agricultural-resources

This division inspects and registers dairy farms selling milk in Massachusetts. The division also licenses milk plants, wherever located, and pasteurization plants located outside the Commonwealth producing milk for the Massachusetts market. Pasteurization plants within the state are licensed by the local board of health.

K14 Detective/Security Agencies

Certification Unit
Department of State Police
485 Maple Street
Danvers, MA 01923
Tel: 978-538-6128
www.mass.gov/service-details/private-investigator-license-requirements-0

This division grants licenses for the operation of private detective or private investigator businesses and security guard agencies. **No walk-in service.**

K15 Diesel Fuel

Miscellaneous Tax Unit
Department of Revenue
200 Arlington Street
Chelsea, MA 02150
Tel: 617-887-5040
mass.gov/orgs/massachusetts-department-of-revenue

Permits for trucks which use diesel fuel are issued by this bureau. Applications for permits may also be obtained from one of ten regional offices. Non-commercial vehicles are exempt from the licensing requirements. See Q11 for more information.

K16 Drivers/Non-Drivers/Liquor Purchase/Commercial Drivers

Registry of Motor Vehicles
Massachusetts Department of Transportation RVM-Division
25 Newport Avenue Extension
Quincy, MA 02171-1749
Tel: 857-368-8000 (if you are in area codes: 617, 339, 781, 857 or out of state)
Toll Free: 1-800-858-3926 (if you are in area codes: 508, 978, 413, 351 or 774)
Ombudsman Office 857-368-9455
www.massrmv.com/

The Registry of Motor Vehicles issues driver's licenses, learner's permits, non-driver identification cards for those over 18, Liquor Purchase Identification cards for those 21 and over as well as the commercial driver's license which is mandated by federal law as of 4/1/92 for drivers of trucks (of certain weight) and buses (for more than 15 people) at this office and at branch offices throughout the state. For branch office listings, see Registry of Motor Vehicles, Q22

K17 Elevators/Elevator Operators/Escalators

Office of Public Safety and Inspection
1000 Washington Street
Boston, MA 02118
Tel: 617-727-3200
www.mass.gov/orgs/office-of-public-safety-and-inspections
Email: DPSInfo@state.ma.us

Licenses for elevator operators and for those engaged in the construction/maintenance/repair of elevators and escalators are issued at this office and at regional offices. In addition, the department inspects all elevators, escalators, and moving stairways in the state. For a listing of regional offices, see Public Safety/Law Enforcement, L21.

K18 Employment Agencies

Employment Agency Licensing Program

Department of Labor Standards

19 Staniford Street, 2nd Floor

Boston, MA 02114

Tel: 617-626-6970

www.mass.gov/employment-placement-staffing-agencies-program

E-mail: DLSfeedback@state.ma.us

This program registers all employment agencies (including modeling agencies and nanny agencies) and licenses those agencies which charge a fee to the job seeker. A listing of all employment agencies is maintained according to city or town.

K19 Engineering-Related Fields

Engineering Division

Office of Public Safety and Inspection

1000 Washington Street

Boston, MA 02118

Tel: 617-727-3200

www.mass.gov/orgs/office-of-public-safety-and-inspections

Email: DPSInfo@state.ma.us

This section is responsible for the inspection of boilers, pressure vessels, air tanks, nuclear steam power plants, refrigeration and air-conditioning systems, amusement devices, and fire protection sprinkler systems. It licenses pipefitters, firemen engineers, refrigeration and oil burner technicians, nuclear power plant engineers and operators, holisting machinery (forklift, hydraulic, crane) operators, elevators/escalators, amusement device operators (such as bungee jumping), fire protection sprinkler system contractors and sprinkler fitters, and carriage horse operators (horse and buggy). It examines the applicants and issues certificates of competency for inspectors of boilers, pressure vessels, and amusement devices. Licenses may also be obtained at the regional offices, see Public Safety/Law Enforcement, L19.

K20 Explosives/Blasting/Fireworks

Department of Fire Services

State Fire Marshal

State Road, P.O. Box 1052

Stow, MA 01775

Tel: 978-567-3100

Licensing and Permits: 978-567-3700

Fax: 978-567-3199

www.mass.gov/service-details/blasting-explosives-and-fireworks

Regional Office:

100 Grochmal Avenue

P.O. Box 51025

Springfield, MA 01151-1055

Tel: 978-567-3100

Below are listed the subjects to which the state requires a permit, license or approval from the Department of Fire Services.

Approvals:

Tank Yards

Self-Serve Gasoline Stations

Marine Fueling (New Facilities)

Licenses:

Fireworks Certificate of Competency

Certificate of Competency (Blaster's License)

Explosive Users Certificate

Fireworks User Certificate

Certificate of Competency (Cannon Firing)

Certificate of Registration For Charging, Recharging, Servicing, Testing, and Inspection of Portable Fire Extinguishers and/or the Alteration, Repair, Charging, Recharging, and Servicing of Fixed Fire Extinguishing Systems and in the Performance of Hydrostatic Testing.

Commercial Cooking Exhaust System Cleaning and Inspection (Certificate of Competency)

Permits:

Manufacture Fireworks

Transport Fireworks

Storage of Explosive Material

Above Ground Tanks for Storage of Combustible Liquids > 10,000 Gallons

Use and Handling Permit (Permit to Blast)

Manufacture of Explosive Material

Transportation of Explosive Material

Storage of Explosives on Water

Keep, Handle, Store or Transport Flammable or Combustible Liquids on the Waters of the Commonwealth

K21 Exterminators

Pesticide Program

Division of Crop and Pest services

Department of Agricultural Resources

251 Causeway Street, Suite 500

Boston, MA 02114

Tel: 617-626-1784

www.mass.gov/service-details/pesticide-license-recertification-and-audit-program

This office controls the use and application of pesticides and also investigates alleged misuse of pesticides. It licenses exterminators and those who use pesticides on the land of another.

K22 Fishing/Hunting/Trapping

Department of Fish and Game

One Rabbit Hill Road

Westborough, MA 01581

Tel: 508-389-6300

www.mass.gov/orgs/division-of-fisheries-and-wildlife

E-mail: mass.wildlife@state.ma.us

Natural Heritage & Endangered Species Program

Tel: 508-389-6360

www.mass.gov/orgs/masswildlifes-natural-heritage-endangered-species-program

The Division of Fisheries and Wildlife is responsible for protecting and enhancing the state's inland fish, wildlife and plant resources for the benefit and enjoyment of its citizens. Among its many programs are the acquisition and management of more than 100 thousand acres of wildlife lands, research and regulatory authority over the use of the state's renewable fish and wildlife resources, inventory, mapping and restoration of rare species and habitats, environmental review under the state Endangered Species and Wetlands Protection Act, propagation and stocking of more than 600 thousand trout annually, hunter education, information and outreach services and wildlife-oriented curriculums schools. MassWildlife's five regional offices provide technical assistance to the public regarding wildlife questions and problems, outdoor recreation, and regional wildlife lands. The division is responsible for the issuance of rules and regulations pertaining to fishing, hunting, and sporting, and also issues state licenses and permits for these activities at its wildlife district offices. These licenses are also available at most local city or town halls, and many sporting goods stores. The division also issues special permits for research, salvage, exhibits, propagation, rehabilitation, problem animal control permits and taxidermy.

Regional Offices:

85 Fitchburg Road

Ayer, MA 01432

Tel: 978-772-2145

East Street.

Belchertown, MA 01007

Tel: 413-323-7632

195 Bournedale Road

Buzzards Bay, MA 02532

Tel: 508-759-3406

88 Old Winsor Road

Dalton, MA 01226

Tel: 413-684-1646

211 Temple Street
West Boylston, MA 01583
Tel: 508-835-3607

K23 Guns/Firearms

Firearms Records Bureau
Department of Criminal Justice Information Services
200 Arlington Street, Suite 2200
Chelsea, MA 02150
Tel: 617-660-4782
www.mass.gov/firearms-services

Local police departments have the authority to issue gun permits. Such permits include licenses to carry (L.T.C.) and firearm identification cards (F.I.D.). A Class A license to carry allows an individual to purchase, possess and carry large-capacity handguns, rifles, shotguns and feeding devices. It is the only permit that authorizes a holder to carry a concealed and loaded firearm. Massachusetts gun laws require that all firearms, rifles, and shotguns be stored in a secured, locked container or equipped with a tamper resistant mechanical lock or other safety devices properly engaged as to render the weapon inoperable by unlawful users. Moreover, every firearm and large capacity weapon sold in the Commonwealth must be equipped with a safety device (trigger lock) designed to prevent its discharge by an unauthorized user. New residents have 60 days to obtain proper licenses. Non-residents may obtain temporary licenses to carry through the Firearms Record Bureau in order to possess and transport firearms through the Commonwealth. All non-residents must comply with all Massachusetts laws regarding transportation and storage while in the Commonwealth. No one may possess, transport or store any type of gun in a building or on the grounds of any school without prior authorization by the board in charge of the school.

K24 Hawkers/Peddlers/Transient Vendors/Auctioneers/Auto Body/Glass Repair Shops

Division of Standards
Office of Consumer Affairs and Business Regulation
One Ashburton Place, Room 1115
Boston, MA 02108-1601
Tel: 617-727-3480
www.mass.gov/orgs/division-of-standards
E-mail: standards.mail@state.ma.us

Applications for a hawker/peddler license can be obtained at this office. The application must be signed by the chief of police of the city or town in which the applicant resides. The application is then returned to the Division of Standards, where the license is issued. Transient vendors need both a state license from the Division of Standards and a license from each city or town where the vendor plans to sell goods. The division also grants licenses to auctioneers while cities and towns grant permits for the conduct of auctions. It also registers motor vehicle repair shops (auto body shops, auto glass shops).

K25 Hazardous Waste Site Cleanup Professionals

Board of Registration of Hazardous Waste Site Cleanup Professionals

Executive Office of Environmental Affairs

One Winter Street, 3rd floor

Boston, MA 02108

Tel: 617-556-1091

www.mass.gov/orgs/board-of-registration-of-hazardous-waste-site-cleanup-professionals

This board determines whether applicants meet the criteria to obtain a license as a Licensed Site Professional (commonly referred to as LSPs). Chapter 21A:19-19J of the Massachusetts General Laws required the establishment of this board and licensure of LSPs, who issue Waste Site Cleanup Activity Opinions. These opinions, filed with the Department of Environmental Protection, describe whether contamination is present at a particular site, the work needed for site cleanup, and whether that work has been completed. Other professionals in the field of waste site cleanup may continue to provide their services without a license, particularly when assessing properties which may or may not become chosen as sites targeted for cleanup by the state. However, when the Department of Environmental Protection requires a Waste Site Cleanup Activity Opinion, it must be provided by an LSP.

K26 Home Improvement Contractors

Office of Consumer Affairs and Business Regulation

501 Boylston Street, Suite 5100

Boston, MA 02116

Tel: 617-973-8787

Toll Free: 1-888-283-3757

www.mass.gov/register-as-or-renew-your-existing-home-improvement-contractor-registration

Home improvement contractors are licensed and renewed through this office. The arbitration program resolves disputes between homeowners and registered home improvement contractors. It also administers the Guaranty Fund, a fund of last resort for homeowners with an unpaid arbitration award or court judgment. Homeowners can apply to receive up to \$10,000 from this fund, and in some cases, double damages. Contractors must register with the Home Improvement Registration Program.

K27 Insurance Agents/Adjusters/Advisers/Brokers

Division of Insurance

Office of Consumer Affairs and Business Regulation

1000 Washington Street, Suite 810

Boston, MA 02118

Tel: 617-521-7794

Toll Free: 1-877-563-4467 (within Mass. only)

www.mass.gov/orgs/division-of-insurance

This division licenses and regulates insurance agents, brokers, advisers for all types of insurance as well as public fire loss adjusters.

K28 Lawyers

Board of Bar Examiners
Edward W. Brooke Courthouse
24 New Chardon Street
Boston, MA 02114
Tel: 617-482-4466
Fax: 617-542-5943
www.mass.gov/orgs/massachusetts-board-of-bar-examiners
E-mail: info@bbe.state.ma.us

The Board of Bar Examiners administers examination for admittance to the Massachusetts Bar.

Complaints against Lawyers:

Board of Bar Overseers
99 High Street, 2nd Floor
Boston, MA 02110
Tel: 617-728-8700
www.massbbo.org/

The Board of Bar Overseers was established by the Supreme Judicial Court in 1974 as an independent administrative body to investigate and evaluate complaints against lawyers. Although the Board is an official body subject to the supervision of the Supreme Judicial Court, no public funds are spent to support it. The Board's expenses come solely from the annual registration fees paid by lawyers. **Also, see next entry.**

Massachusetts Clients' Security Board

99 High Street, 2nd Floor
Boston, MA 02110-2320
Tel: 617-728-8700
www.mass.gov/ClientsSecurityBoard/
E-mail: clientssecurityboard@massbbo.org

The Clients' Security Board consists of seven members of the bar of the Commonwealth of Massachusetts who are appointed by the Supreme Judicial Court to serve as public trustees of the Clients' Security Fund. A portion of the annual fees paid by each member of the bar is allocated to the Fund. Board members manage and distribute the monies in the Fund to members of the public who have sustained a financial loss caused by the dishonest conduct of a member of the bar acting as an attorney or a fiduciary. Board members receive no financial compensation for their time and efforts in performing their duties as Board members.

K29 Lead Paint

Licensing Division
Department of Labor Standards
19 Staniford Street, 2nd Floor
Boston, MA 02114

Tel: 617-626-6960
www.mass.gov/deleading-and-lead-safety
E-mail: DLSfeedback@state.ma.us

This program is responsible for licensing those professions involved in deleading and asbestos removal. The office must be notified of all asbestos and deleading projects before work may begin. Under certain conditions, homeowners may perform low-risk abatement themselves. Call the division for specific information.

Childhood Lead Poisoning Prevention Program (CLPPP)

Bureau of Environmental Health
Department of Public Health
250 Washington Street
Boston, MA 02108
Tel: 617-624-5757
Toll Free: 1-800-532-9571 (within Mass. only)
www.mass.gov/orgs/childhood-lead-poisoning-prevention-program

The Department of Public Health licenses lead inspectors. CLPPP maintains a geographically indexed register of licensed inspectors. Deleaders, supervisors, and/or contractors must be licensed by the Licensing Division of the the Department of Occupational Safety listed above. Certain low-risk removal of lead paint may be performed by homeowners. Contact the Department of Public Health, above, for more information.

K30 Local Licenses

Below are listed a variety of local licenses mandated by state law but issued at the local level, by either the mayor, city council, or board of selectmen; by the city or town clerk; the licensing board; the chief of police; or the board of health. This is a partial list and there are additional references to local licenses in other sections of this Guide. To lookup the telephone numbers to your city or town hall, click here. Additionally, you may contact: Citizen Information Service with licensing questions Monday through Friday from 8:45 am to 5:00 pm except on state recognized holidays.

Alcoholic Beverages (Retail Sale of)
Antique Dealers (Junk Dealers)
Amusement Devices (Pinball, Video, Arcades - Local License first, Div. of Standards for Equipment)
Automobile Dealers (New, Used, and Junkyards)
Bazaars and Raffles (Local first, then, additionally, Lottery Commission for Raffles)
Billiard Tables (Local License first, then Div. of Standards for Coin-Operated Machinery)
Boarding and Lodging Houses
Bowling Alleys
Building Permit (Home construction/repair/remodeling)
Cats
Caterers
Coffee and Tea Houses
Coin Dealers

Dancing Schools
Dogs
Entertainment (Local first, then Office of Public Safety and Inspection)
Food Prepared at Home
Fortune Tellers
Hackney and Jitney (Taxicabs and Limousines)
Hotels and Motels
Ice Cream Trucks
Innkeepers
Jitney and Hackney (Limousines and Taxicabs)
Junk Dealers
Kennels
Lunch Carts/Trucks
Marriage License (see next entry K31)
Milk Sellers
Mobile Home Parks
Parking Lots
Pet License
Pawnbrokers
Picnic Groves
Pinball Machines
Pools
Public Entertainment
Raffles and Bazaars (Local License first, then, additionally, Lottery Commission for Raffles, see C10)
Recreational Camps
Restaurants
Sand and Gravel Pits
Shooting Galleries
Steam, Pools and other Baths
Sunday License (Entertainment, local first, then Office of Public Safety and Inspection)
Swimming Pools (public)
Tanning Salons
Taxicab Companies
Used Car Dealers
Video Games (Local first, then Division of Standards for Coin-Operated Machinery)

K31 Marriage License Application Information

You may apply for a marriage license from any Massachusetts city or town hall. The license does not have to be from the community in which you live or where the event takes place so long as the marriage is performed in Massachusetts.

- 1) Both parties must apply in person and at the same time to any Massachusetts city or town Clerk's office. Some city and town Clerks require a birth certificate, not a copy of one. Calling ahead is recommended. To contact a city/town Clerk's office click here: <http://www.sec.state.ma.us/clis/cistel/telidx.htm>.
- 2) Applicants must be 18 years of age; the Clerk may request a birth certificate. A court waiver would permit underage marriage.
- 3) There is a mandatory three-day waiting period before the license may be issued, while

Saturdays and holidays are usually included in the three days, the day of application is often not, be sure to check with the Clerk. A court waiver can dispute the waiting period. The license, once issued, is valid for 60 days.

4) As of January 2, 2005, medical certificates are no longer required.

5) If you wish to have an out-of-state clergy person solemnize your wedding in Massachusetts they need to acquire, fill out, and return a form called Certificate of Authorization. Application for an out-of-state clergy person can be downloaded through the *Commissioner's website: www.sec.state.ma.us/pre. Applications should not be sent more than six (6) weeks in advance, yet prior to the wedding. (Within two weeks is preferred.) Division of Public Records, *Commissions Section
One Ashburton Place, Room 1719
Boston, MA 02108

Tel: 617-727-2836, hours: M-F 8:45-5:00 closed most holidays.

6) If you wish to have an out of state Justice of the Peace, a layperson (family member or friend) solemnize your wedding they must obtain a special one-day appointment from the Governors' office which takes about 6 weeks, contact:

Office of the Governor

State House, Room 280

Boston, MA 02133

Tel: 617-725-4055

www.mass.gov/orgs/office-of-the-governor
(search for One Day Marriage License)

Marriage Licenses questions may be directed to:

Citizen Information Service

Secretary of the Commonwealth

One Ashburton Place, Room 1611

Boston, MA 02108-1512

Tel: 617-727-7030

Toll Free: 1-800-392-6090 (within Mass. only)

TTY: 617-878-3889

Fax: 617-742-4528

www.sec.state.ma.us/cis

E-mail: cis@sec.state.ma.us

K32 Motion Picture Operators

Building Inspection Section

Department of Public Safety

1000 Washington Street

Boston, MA 02118

Tel: 617-727-3200

www.mass.gov/orgs/office-of-public-safety-and-inspections

Email: DPSInfo@state.ma.us

This section licenses motion picture operators handling apparatus which uses 35 millimeter safety film or larger.

K33 Motor Vehicle Damage Appraisers Licensing Board

Division of Insurance
1000 Washington Street, Suite 810
Boston, MA 02118
Tel: 617-521-7448
www.mass.gov/orgs/division-of-insurance

The board, consisting of five members, four of whom are appointed by the governor and one by the commissioner of insurance, issues licenses for appraisers of motor vehicle damage.

K34 Notaries Public/Justices of the Peace

Governor's Council
State House, Room 184
Boston, MA 02133
Tel: 617-725-4016
www.mass.gov/orgs/office-of-the-governor

Applications for notary public can be obtained on-line, or by sending a written request and a self-addressed stamped envelope. Applications for justice of the peace must be requested in writing after determining a vacancy exists from the Commissions Section. In both cases, applicants are approved by the Governor's Council and individuals are sworn in by the Office of the Secretary of the Commonwealth, Commissions Section.

K35 Nurse Aides Registry Program

Division of Health Care Facility Licensure and Certification
Department of Public Health
99 Chauncy Street, 2nd Floor
Boston, MA 02111
Tel: 617-753-8144
www.mass.gov/nurse-aide-registry-program

The division oversees and administers testing, training, and registration of nurse aides in long-term care facilities under federal statutes.

K36 Outdoor Advertising

Outdoor Advertising Board
Massachusetts Department of Transportation
10 Park Plaza, Room 6141
Boston, MA 02116-3973
Tel: 617-368-8700
www.massdot.state.ma.us/highway
E-mail: OOAInformation@dot.state.ma.us

The board issues permits for all off-premise billboard signs and other outdoor advertising devices. It also licenses those who engage in the business of outdoor advertising by

means of signs subject to the board's regulations. In addition, this board orders the removal of all signs needing permits and not having them.

K37 Painters' License

Office of Consumer Affairs and Business Regulation

501 Boylston Street, Suite 5100

Boston, MA 02116

Tel: 617-973-8700

Toll Free: 1-888-283-3757

www.mass.gov/register-as-or-renew-your-existing-home-improvement-contractor-registration

Painters are licensed through the Office of Consumer Affairs and Business Regulation for exterior painting jobs that earn \$1000.00 or more. As a result of a 1994 Supreme Court ruling, states can no longer require licenses for riggers.

K38 Pet Shops/Riding Schools, Instructors and Stables/Cattle Dealers, and Guard Dog Businesses

Division of Animal Health

Department of Agricultural Resources

251 Causeway Street, Suite 500

Boston, MA 02114-2151

Tel: 617-626-1795

www.mass.gov/orgs/massachusetts-department-of-agricultural-resources

This department licenses riding instructors, equine dealers, and cattle dealers and transporters. It also licenses individuals engaged in the guard dog business. It inspects and licenses pet shops, riding schools, and stables (horse and buggy operators, see K19). It does not license kennels as they are licensed by the local board of health.

K39 Security Alarm Systems for Homes and Businesses

Office of Public Safety and Inspection

1000 Washington Street

Boston, MA 02118

Tel: 617-727-3200

www.mass.gov/orgs/office-of-public-safety-and-inspections

Email: DPSInfo@state.ma.us

Now called the S-License this section licenses persons, firms, or corporations in the business of installing and maintaining (but not in the business of monitoring or providing surveillance of) security alarm systems. The technicians themselves must first be licensed by the Board of Electricians as Limited Power Supply Technicians (see K56).

K40 Shellfishing/Marine Finfishing/Lobstering

Division of Marine Fisheries

Department of Fish and Game
251 Causeway Street, Suite 400
Boston, MA 02114-2152
Tel: 617 626-1520
Fax: 617-626-1509
www.mass.gov/orgs/division-of-marine-fisheries
E-mail: marine.fish@state.ma.us

The programs of this division include biological investigations and inventories of the state's marine resources, investigations into the causes and effects of fish kills and pollution, assessment of the impact of coastal alteration and power plant siting and generation, and the provision of basic information and guidelines for the effective management and development of marine resources and marine recreational fisheries in the Commonwealth. The division also has many biologists to aid recreational fishermen. Its Commercial Fisheries Bureau's activities encompass extensive services to commercial fishermen, processors, and dealers; technical assistance to those involved in shellfish propagation management and harvest; and the administration of state aid funds to municipalities for local shellfish management and enforcement programs. It issues licenses for lobstering, commercial shellfishing, and commercial finfishing; also, anyone engaged in the wholesale or retail trade of raw fish, shellfish, lobsters, and raw bait must obtain a dealer permit from the division. Non-commercial (family) lobster and crab permits are issued by the division. All licenses are issued at the Boston office and may be purchased by mail. Shellfish permits are required by each local jurisdiction.

Regional Offices:

Annisquam River Marine Fisheries Station
30 Emerson Avenue
Gloucester, MA 01930
Tel: 978-282-0308

1213 Purchase St. - 3rd Floor
New Bedford, MA 02740
Tel: 508-990-2860

Shellfish Purification Plant
84 82nd Street
Newburyport, MA 01950-4323
Tel: 978-465-3553

Martha's Vineyard Field Station
Recreational Fisheries Information and Special Studies
Shirley Road
Vineyard Haven, MA 02568
Lobster Studies and Information Tel: 508-693-0060
P.O. Box 9
Recreational Fisheries Information
Tel: 508-693-4372

P.O. Box 68
(no permits at this location)

K41 Stockbrokers/Financial Planners/Investment Advisors

Securities Division
Office of the Secretary of the Commonwealth
One Ashburton Place, Room 1719
Boston, MA 02108-1215
Tel: 617-727-3548
Toll Free: 1-800-269-5428 (within Mass. only)
Fax: 617-248-0177
www.sec.state.ma.us/sct/
E-mail: securities@sec.state.ma.us
Hours: Monday - Friday 8:45 - 5:00

This division licenses and regulates stockbrokers and their agents. See N19 for a full description of services.

K42 Ticket Agencies/Agents

Office of Public Safety and Inspection
1000 Washington Street
Boston, MA 02118
Tel: 617-727-3200
www.mass.gov/orgs/office-of-public-safety-and-inspections
Email: DPSInfo@state.ma.us

This department licenses theatrical booking agents, personal agents, managers, and agencies that resell tickets.

K43 Vending Machines for Edible Products and Over-the-Counter Drugs

Food Protection Program
Bureau of Environmental Health
Department of Public Health
305 South Street
Jamaica Plain, MA 02130-3598
Tel: 617-983-6712
Fax: 617-983-6770
www.mass.gov/food-protection-program

This department licenses locations of vending machines which dispense food and beverages and over-the-counter drugs.

K44 Warehousemen (Public)

Office of Public Safety and Inspection
1000 Washington Street

Boston, MA 02118
Tel: 617-727-3200
www.mass.gov/orgs/office-of-public-safety-and-inspections
Email: DPSInfo@state.ma.us

Licenses for owners of public warehouses are issued by this division.

K45 Wastewater Treatment Facility Operators

Board of Certification of Wastewater Treatment Facility Operators
Department of Environmental Protection
One Winter Street
Boston, MA 02108
Tel: 617-292-55--
www.mass.gov//orgs/massachusetts-department-of-environmental-protection

Applications and Information regarding the examination for certification of wastewater treatment facility operators may be obtained from this board.

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