

Your License Renewals

Per the Board of Building Regulations and Standards (BBRS):
Renewal NOTICES are mailed to the licensee 60 days prior to the expiration date. The NOTICE will arrive through regular mail.

The NOTICE will give you **instructions on renewing your license** online. The NOTICE will provide you a **user name** to use online. You will need that user name to renew online.

It will also give you the option of mailing in a form to receive a paper renewal application (allowing you to renew by regular mail).

Follow the instructions on the renewal NOTICE. Licensees may NOT use any generic renewal forms that may be available through certain websites. They must renew according to the instructions on the NOTICE.

If a licensee has not received their renewal NOTICE from BBRS, and it is within 60 days of the expiration date, they should contact the person below (by phone or email) for their renewal form. Provide your name and license number:

Kimberly Spencer
Department of Public Safety
50 Maple Street - Suite One
Milford, MA 01757-3698
508-422-1962 phone | 508-422-1954 fax
kimberly.spencer@state.ma.us

When submitting your renewal online, you will be asked to scan or fax your **Continuing Education Certificates** from class in order to prove completion of this required education. If renewing by mail, you should mail in the certificates along with your renewal application and fee (and retain a copy of all for your records).

The BBRS has indicated that online renewal will provide the fastest processing of your renewal.