

COMMONWEALTH OF MASSACHUSETTS

Division of Occupational Licensure

How to View/Print an Office of Public Safety and Inspections (OPSI) License

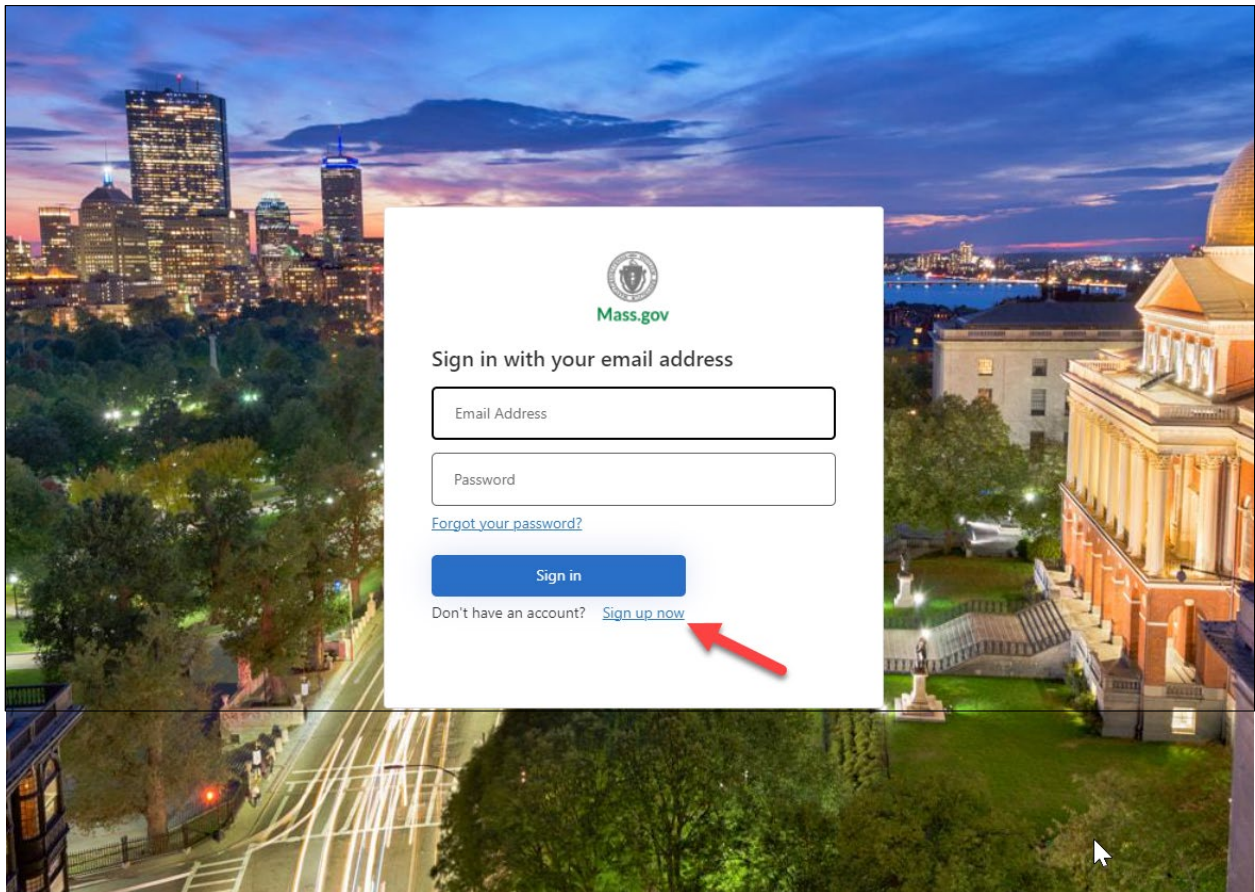


Link-your-License

**If you already have a MyLicenseOne account, skip to the next section –
*View or Print your Digital License.***

Note: OPSI will no longer be printing or mailing New, Renewed or Duplicate licenses. You must print your own through the MyLicenseOne portal. See the steps below for printing your license.

1. If it is your first time logging into [MyLicenseOne](#), create a new username/password by clicking Sign up now and following all subsequent instructions.



2. Once you have logged in, select:
Don't see your license, click here to search for it.

Mass.gov Massachusetts Division of Occupational Licensure - Office of Public Safety and Inspections

All Existing Licenses Held

If you currently hold or have previously held a license with the Office of Public Safety and Inspections ("OPSI"), please make sure your license is linked with your OPSI account. A properly linked record will show all licenses below.

Linking your license by registration code: Your Registration Code is found on your renewal form in the right-hand corner under License Number and Expiration Date. Request your authorization code by e-mailing OPSI-info@mass.gov with "Request for Registration Code" in the subject line. Please provide your license number and a contact number at which you can be reached.

[Don't see your license? Click here to search for it.](#)

Apply for a New License

Activity

3. Enter your license number and registration code. Look in the upper right hand corner of your renewal form to find them. If you do not have access to a renewal form (which are issued 60 days prior to your expiration date), contact OPSI-info@mass.gov to request your code. The email subject line should read:
Registration Code Request for <Insert License Number>

Find My License

Search for a license to associate with your profile.

License Number

Registration Code

Enter code exactly as provided including special characters.

CANCEL FIND LICENSE

4. Click *Find License* in the bottom right hand corner and MyLicense will retrieve your license information.

View or Print your Digital License

Before you get started, you must enable pop-ups in your browser in order to view the digital license. If you need help enabling pop-ups, consult your browser help.

1. Log-in to your [MyLicenseOne](#) account with your username/password.
2. Review your Existing Licenses Held and find the license you wish to view or print. Select the three dots in the Actions column.
3. Select Print XX Photo ID (XX = License Type Marker)

All Existing Licenses Held

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Type	License Number	Status	Expiration	Actions
Certified Amusement Maintenance Mechanic	CM-150162	Active	1/1/2024	...
Construction Supervisor	CS-113369	Active (Valor Act)	9/23/2022	...
Elevator Mechanic	EM-150419	Expired	1/1/2023	...
Elevator Operator	EO-151204	Active	1/1/2024	...

Activity

- Started [Certified Amusement Maintenance Mechanic](#)
- Submitted [Certified Amusement Maintenance Mechanic](#)
- Started [Hoisting Application](#)
- Started [Carriage Horse Driver Renewal](#)
- Started [Construction Supervisor Renewal](#)

The screenshot shows a user interface for 'TUTUSER, RJ'. It features a table of licenses and an activity log. The table has columns for Type, License Number, Status, Expiration, and Actions. The first row is highlighted with a red box, and a red circle '2' is next to the 'Type' column header. A red circle '3' is next to the 'Print CM Photo ID' option in the actions menu. A red circle '2' is also next to the three dots in the actions column of the first row. A red arrow points from the three dots to the actions menu.

4. Clicking the Print button will trigger a pop-up that contains a downloadable PDF of your license. The license in the PDF will look like the example below.
 - a. **Prefer to save an image of your license to your mobile device?** You can take a screenshot with your mobile device and save a copy of your license to your photos.

