Maine Elevator Owners’ Informational Guide:
Submittal of Annual Renewal Certificate Application(s) for Elevators

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION

MAINE ELEVATOR & TRAMWAY SAFETY PROGRAM
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AUGUSTA, MAINE 04333
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MAINE ELEVATOR AND TRAMWAY SAFETY PROGRAM
ONLINE ELEVATOR RENEWAL CERTIFICATES

1. Go to the Elevator and Tramway Safety Program’s home page at:
2. Click on the link: “RENEW AN ELEVATOR CERTIFICATE”.
3. Main Menu – Next select the option “Elevator Certificates”.

4. Click on the “continue” button located at the bottom of the page.
5. **Unit Menu** – Next select the option **“Renew an Elevator Certificate”**.

6. Click on the **“Continue”** button located at the bottom of the page.
7. **Authentication Information** – Enter the elevator “registration number”, by entering the prefix first, i.e. EL or VL followed by the elevator number, i.e. 36392.

Press “Continue”.

8. Enter the “**Access Code for Owner**”. You can find your access code on the Renewal Reminder Notice that was previously mailed to you. Or if you do not remember your Access Code you and press the “**Forgot access code?**” link to have the access code emailed to you.
9. If you forget your access code you can request that it be emailed to you. Type in your email address in the box shown on the screen.

Press the “Continue” button.

Once you obtain your access code, please enter it and continue with the online renewal application.

10. “Service Options” – Click on the “Renew Elevator Certificate” link.
11. **Renewal Instructions** – In the *Required fields* click on the “Select” drop down box and select “yes” or “no”, whichever is true to the question “Is the owner’s email displayed above correct?” **Elevator certificates are emailed to you.**

12. Press the “**Continue**” button.
13. **Owner’s Email** – Please provide your email address by clicking on the “Add Email Address” button.

14. Please provide your email address. (See example below.) Click on the “Save Email” button.
15. **Owner’s Email** - Confirm the email address you provided is accurate. You can always edit your email address by selecting the “Edit Email Address” button. Press “Continue”.

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Instructions on Applying to Renew Elevator Certificates Online (ver. 11/2018) (Page 8 of 17)
16. **Inspection Report Submittal** – Select either “upload document” or “submit information later by mail, email, or return to this website to upload document later”.

Inspection Report Submittal

As the owner of an elevator, you are required to arrange for your elevator’s annual inspection by contacting a licensed private elevator inspector. You will not be issued a new certificate until you have provided the inspection report. Please [click here for a sample report](#).

Please provide a copy of the inspection report. If you have the inspection report in an acceptable format now, you may upload it immediately via mail/email/upload it later.

- Upload document(s) now (Allowable file types: .bmp, .png, .jpg, .pdf)
- Submit information later by mail, email, or return to this website to upload later

You can view a sample Inspection Report (not filled out) by clicking on the link “[click here for a sample report](#)”.

Partial Inspection Report sample.

**ELEVATOR PERIODIC INSPECTION REPORT**

Conducted per Maine Law, Board Rules, A17.1, A17.3 and A17.2

<table>
<thead>
<tr>
<th>Freight</th>
<th>Dumbwaiter</th>
</tr>
</thead>
</table>

Inspection Date: __________ Time: __________

Inspected to ASME: [ ] Code: _________ Edition: _________

**OWNER INFORMATION**

__________________________
City ______________________

__________________________
State _____________________
17. **Corrections of Violations** – Click on the “Select” drop down box and answer “yes” or “no” to the question, “Were violations noted on your inspection report”?

Press “Continue”.

18. **File upload of Inspection Report** – Please use the Browser button to find the inspection report file that’s on your computer. Press the “upload file” button.
19. **Inspection Report** – The document is now attached to the online renewal application. You can remove and/or add files from your browser by selecting either the “remove” or **upload another file** button.

**Inspection Report**

*Please provide a copy of the inspection report. If you have the inspection report in an acceptable format now, you may upload it immediately or mail/email/upload it later.*

[Image showing a file attachment with options to remove or upload another file]

**Review**

Please review the information above and click the continue button below to proceed.

- [Continue]
- [Cancel]

Press “**Continue**” when done loading documents.
20. **Authorized Agent for Applicant** – Provide the name and contact information of
the authorized agent filing the application on behalf of the elevator owner. The
authorized agent **may** be the same as the elevator owner.

![Form](image_url)

Press the **Continue** button when done.
21. **Final Review** – Please review the following and make sure it is true and accurate. You can press the “**Edit**” button to make any changes to the information that you have provided.
22. **Attest & Agree** – Read the attestation section and click on the attestation box to certify the submission. Click “Continue”.

23. **Payment Method** – FEES ARE NON-REFUNDABLE

Select **“Pay with a credit card or debit card”** or **“Pay with a check or money order”** button. The amount due is automatically calculated. The required fee for an annual certificate is $70.00 per unit. There is an additional $50.00 late fee if the elevator is renewed after the expiration date of the unit. The late fee will be automatically calculated in the amount due. Press “Continue”.

If you select **pay with a check or money order** you will need to print the online application that you just completed and mail it with the check or money order to the elevator and tramway safety program.
24. **Payment Information** – Complete the required fields if paying by credit or debit card and verify the financial information.

![Credit/Debit Card Information form]

- **Card Type**: Discover
- **Credit/Debit Card Number**: 12345678901234567
- **Expiration Date**: 11/2020
- **CVV Number**: 222
- **Name on Card**: Catherine M. Carroll
25. **Billing Information** – Please provide your billing and email address information and check the box **“I understand that fees are nonrefundable”** and click the **“submit payment”** button.

![Billing Information Form]

- **Street Address 1**: 35 STATE HOUSE STATION
- **City/Town**: AUGUSTA
- **State/Province**: Maine
- **ZIP/Postal Code**: 04333
- **Country**: United States
- **Email Address**: elevatorsafety.lic@maine.gov

![Submit Payment Button]
26. **Confirmation** – You can click on the link “**generate a printer friendly receipt**” and you can click on the link “**return to the Main Menu**” if you want to renew another certificate.

You can **print a copy of the completed application**, and you are done!

**Important Notice** - It is important for you to know that the online renewal application must be approved by the staff of the Elevator and Tramway Safety Program before a renewed certificate is issued. You can check the status of your application by going to the program’s website at: [http://www.maine.gov/pfr/professionallicensing/professions/elevator/index.html](http://www.maine.gov/pfr/professionallicensing/professions/elevator/index.html)

All certificates are emailed from the sender [noreply@maine.gov](mailto:noreply@maine.gov). The subject line will read “OFFICIAL ELEVATOR CERTIFICATE IS ATTACHED”. Please check your junk/spam folders if you do not find the email in your inbox.