

STATE OF MAINE

**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
35 STATE HOUSE STATION
AUGUSTA, MAINE 04333
TELEPHONE: 207-624-8672**

<http://www.maine.gov/pfr/professionallicensing/professions/elevator/index.html>
Printed: November 5, 2018

MAINE ELEVATOR AND TRAMWAY SAFETY PROGRAM ONLINE ELEVATOR RENEWAL CERTIFICATES

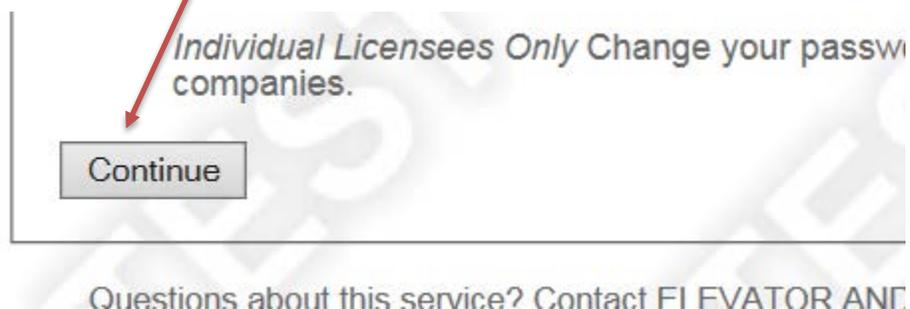
1. Go to the Elevator and Tramway Safety Program's home page at:
<http://www.maine.gov/pfr/professionallicensing/professions/elevator/index.html>
2. Click on the link: **“RENEW AN ELEVATOR CERTIFICATE”**.

The screenshot shows the Maine.gov website for the Professional & Financial Regulation department. The page is titled "Elevator and Tramway Safety Program". On the left, there is a "Get Notified!" section with an email input field and a "Go" button. Below that are links for "License Types", "Purpose", and "Laws & Rules". On the right, there is a section titled "Future correspondence from the Elevator and Tramway Safety Program" with a link to "Follow this link to verify your contact information current." Below this is a section titled "Features of our online Licensing System" which contains a list of links: "RENEW AN ELEVATOR CERTIFICATE", "Apply to Take an Exam", "Apply for a License (Mechanic, Inspector, Contractor)", "Renew a License (Mechanic, Inspector, Contractor)", and "Change Your Address Online (Elevator Owner, Mechanic, Inspector, Contractor)". A red arrow points from the instruction in the text above to the "RENEW AN ELEVATOR CERTIFICATE" link in the list.

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**”.

ELEVATOR AND TRAMWAY SAFETY PROGRAM [« Go Back](#)

Unit Menu

Please select from the following options:

Renew an Elevator Certificate
Renew your elevator certificate and submit a copy of your most recent elevator inspection.

Check the Status of an Elevator Certificate Renewal

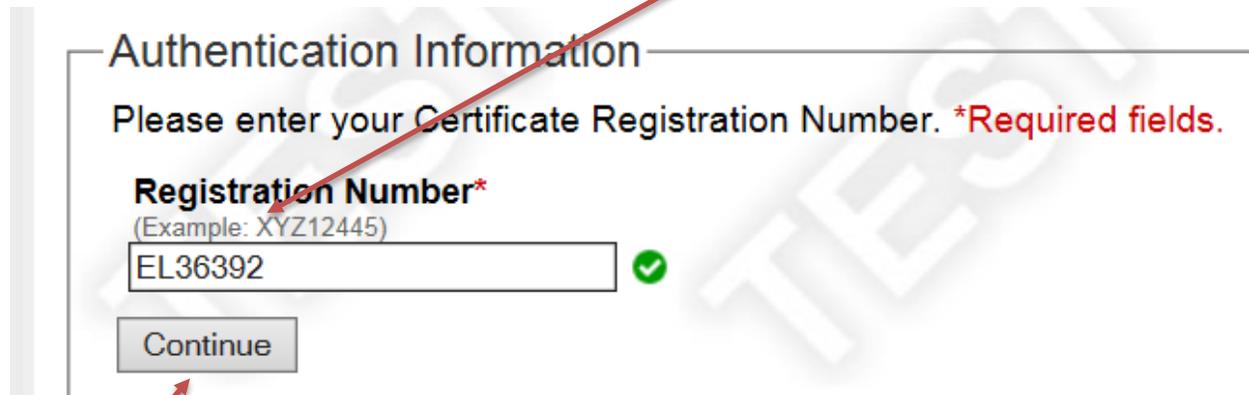
6. Click on the “**Continue**” button located at the bottom of the page.

your Owner Number to log in (for...
[View more +](#)

Continue

Questions about this service? Contact ELEVATC

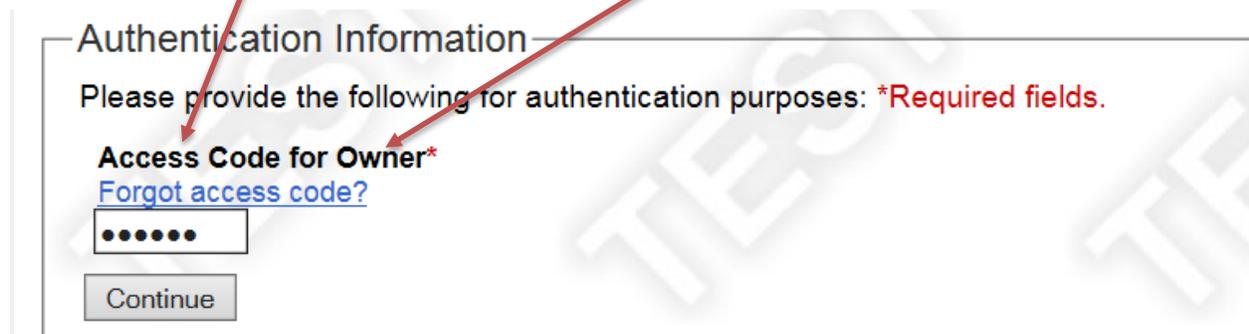
7. Authentication Information – Enter the elevator “**registration number**”, by entering the prefix first, i.e. EL or VL followed by the elevator number, i.e. 36392.



The screenshot shows a web form titled "Authentication Information". Below the title is the instruction "Please enter your Certificate Registration Number. *Required fields." The form has a field labeled "Registration Number*" with a subtext "(Example: XYZ12445)". The input field contains the text "EL36392" and has a green checkmark to its right. Below the input field is a "Continue" button. A red arrow points from the text above to the input field, and another red arrow points from the text below to the "Continue" button.

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.



The screenshot shows a web form titled "Authentication Information". Below the title is the instruction "Please provide the following for authentication purposes: *Required fields." The form has a field labeled "Access Code for Owner*" with a subtext "[Forgot access code?](#)". The input field contains six dots, indicating a masked password. Below the input field is a "Continue" button. A red arrow points from the text above to the input field, and another red arrow points from the text below to the "Forgot access code?" link.

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.

Access Information

You are requesting an access code for the **Owner**. Please provide the email address on file with the ELEVATOR AND TRAMWAY SAFETY PROGRAM for this record. ***Required fields.**

Email Address*

Continue

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.

Renew Elevator Certificate Submit your periodic inspection report and pay fee to obtain a new certificate.' A red arrow points from the top of the page down to the 'Renew Elevator Certificate' link."/>

Service Options

Your options include the following choice(s). Please confirm your desired option from the list. If you do not find what you are looking for, please contact the board.

- [Renew Elevator Certificate](#) Submit your periodic inspection report and pay fee to obtain a new certificate.

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.**

Owner

***Required fields.**

Name: BELLE MER CONDO ASSOCIATION

Owner's Email Address **(note: the certificate will be emailed to this email address)**

Email Address: elevatorsafety.lic@maine.gov

Is the owner's email displayed above correct?*

Select ▼

12. Press the **“Continue”** button.

Owner's Email Address **(note: the certificate will be ema**

Email Address: elevatorsafety.lic@maine.gov

Is the owner's email displayed above correct?*

Yes ▼

Review

Please review the information above and click the conti

Continue [Go Back to Options](#)

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

Owners Email

Please provide the owner's email address. **The certificate will be emailed to this email address.**

Email

*A minimum of 1 Email Address is required

No email addresses on file

Add Email Address

14. Please provide your email address. (See example below.) Click on the “**Save Email**” button.

Email Address*

elevatorsafety.lic@maine.gov

Email Address Confirmation*

elevatorsafety.lic@maine.gov

Email Type*

(Please select at least one type but all types may be selected.)

Primary Email Address

Save Email [Cancel](#)

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”**.

-Owner's Email-

Please provide the owner's email address. The certificate will be emailed to this email address.

Email

*A minimum of 1 Email Address is required

Email Address: **elevatorsafety.lic@maine.gov** (New)

Email Type: **Primary**

-Review-

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

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 or mail/email/upload it later.

- Upload document(s) now (Allowable filetypes: .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

<input type="checkbox"/>	Freight	<input type="checkbox"/>	Dumbwaite
_____	Inspection Date:	_____	Time: _____
_____	Inspected to ASME:	Code: _____	Edit _____

OWNER INFORMATION

_____	City	_____	State
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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”?

Corrections of Violations

If violations are noted on the inspection report, the elevator certificate will not be issued until the elevator maintenance company submits verification to the Elevator and Tramway Safety Program that the needed repairs have been made. ***Required fields.**

Were violations noted on your inspection report?*

No

Review

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

Questions about this service? Contact ELEVATOR AND TRAMWAY SAFETY PROGRAM at (202) 634-8803 or email

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.

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.

Select File

C:\Users\catherine.m.ca Browse...

Note: File uploads must be 10MB or less in size and must be one of the following formats: .bmp, .png, .jpg, .pdf

[Cancel](#)

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.

[EL36392.pdf](#)

Review

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

[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.

Authorized Agent for Applicant

As the authorized agent for applicant, on the ne
Please provide your name, title, and contact nu

Name:*
 ✓

Title:

Contact Phone:*
 ✓

Email Address:*
 ✓

Review

Please review the information above and click t

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.

Owner

Name: BELLE MER CONDO ASSOCIATION

Owner's Email Address (note: the certificate will be emailed to this email address)

Email Address: elevatorsafety.lic@maine.gov

Is the owner's email displayed above correct?: Yes

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 or mail/email/upload it later.

EL36226OOC.pdf

Corrections of Violations

If violations are noted on the inspection report, the elevator certificate will not be issued until the elevator maintenance company submits verification to the Elevator and Tramway Safety Program that the needed repairs have been made.

Were violations noted on your inspection report?: No

Authorized Agent for Applicant

As the authorized agent for applicant, on the next page you will be asked to attest to the accuracy of the information provided in this transaction. Please provide your name, title, and contact number here.

Name: Catherine Carroll

Title: Program Administrator

Contact Phone: 2076258672

Email Address: elevatorsafety.lic@maine.gov

22. Attest & Agree – Read the attestation section and click on the attestation box to certify the submission. Click **“Continue”**.

Attest & Agree

You cannot submit this request unless you attest to the accuracy of the information provided within this application.

I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief.*

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”**.

Payment Method

Please confirm your fee and payment type below. If you wish to submit your application and payment online, your card will be charged upon submission of your Credit or Debit card information.

IMPORTANT NOTE: If you have uploaded any documentation as a part of this transaction, it will be submitted to the board ONLY if you submit your payment and application online. If you choose to print and mail your application with a check, you must also mail in any documents that you have uploaded.

Fees are nonrefundable.

Your application requires payment of the following fee(s):

ELEVATOR/TRAMWAY CERT: \$70.00
LATE FEE: \$0.00
Total Amount Due: \$70.00

Pay with Credit or Debit Card (Visa, Mastercard, Discover or American Express) & Submit Application Online

Pay with a Check or Money Order & Mail In Application

[Go Back to Final Review](#)

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

This service only accepts Visa, Mastercard, Discover or American Express credit/debit cards. *Required fields.

Card Type*

Discover

Credit/Debit Card Number*

1234567891234567

Expiration Date*

(Example: mm/yyyy)

11/2020

CVV Number*

(3 digit number on back of Visa, Mastercard or Discover or 4 digit number on front of American Express)

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

Street Address 1*

35 STATE HOUSE STATION



Street Address 2

City/Town*

AUGUSTA



State/Province*

Maine



ZIP/Postal Code*

04333



Country*

United States



Email Address*

(For payment confirmation)

elevatorsafety.lic@maine.gov



I understand that fees are nonrefundable*

Submit Payment

[Go Back to Payment Method](#)

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.

Transaction Type: **Renew Elevator Certificate** | License: **EL36592**

Confirmation

Thank you for using the online regulatory licensing application. The following is a summary of your transaction. You may keep this page for your records or [generate a printer friendly receipt](#) of your entire application.

For additional transactions, [return to the Main Menu](#).

IMPORTANT NOTICE:

All certificates are delivered via email from noreply@maine.gov to the email address on file. You will not be mailed a printed copy. A new certificate will be issued only after the ELEVATOR AND TRAMWAY SAFETY PROGRAM has completed a review of your request. You may check the status of your application online by visiting our [online information site](#).

Transaction Details

Applicant: **BELLE MER CONDOMINIUMS**

Transaction Type: **Renew Elevator Certificate**

Required Fee: **\$70.00**

Fees are nonrefundable

Transaction Number: **51898-2058070**

[Print Completed Application](#)

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>

All certificates are emailed from the sender 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.