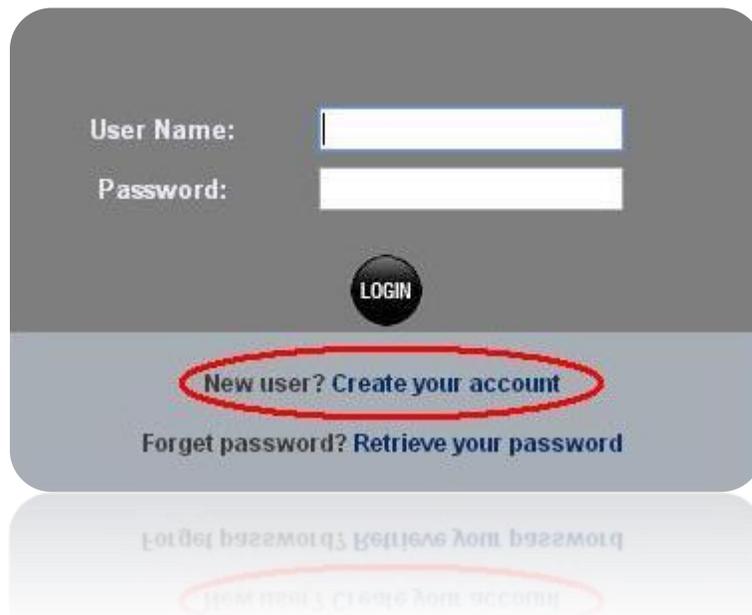


Applying for your Permit from the Danvers Board of Health: Step by Step

Step 1: Open the link you received or found at our website and if you do not have an existing username and password on our system, follow these steps to create one. If you already have an existing username and password, please login and skip to step 5.



The image shows a login and account creation form. It features two input fields for 'User Name' and 'Password', a 'LOGIN' button, and two links: 'New user? Create your account' (circled in red) and 'Forget password? Retrieve your password'.

User Name:

Password:

[LOGIN](#)

[New user? Create your account](#)

[Forget password? Retrieve your password](#)

Step Two: Complete the registration form. Unless you are filing an application for Body Art Practitioner you should use “establishment” not “individual” at the top. When choosing your username and password, be sure to write them down and store them in a safe place right away. You will need these again. When you complete the registration form, click “register” at the bottom.

Applicant Registration Form

Tell us about yourself

Establishment
 Individual

Establishment Details:

**Establishment Name

Establishment Address

** Street No. ** Street Name

** City ** State ** Zip

** Telephone No. Fax

Applicant Details:

** Applicant Name

Mailing Address Same as Establishment Address

** Street No. ** Street Name

** City ** State ** Zip

** Primary phone. ** Email

Choose your User Name and Password

** Choose your User Name **CHECK YOUR USER NAME**

** Enter your password

** Re-enter your password

** Pick a secret question

** Your secret answer

Please Note : ** Indicates Mandatory Fields.

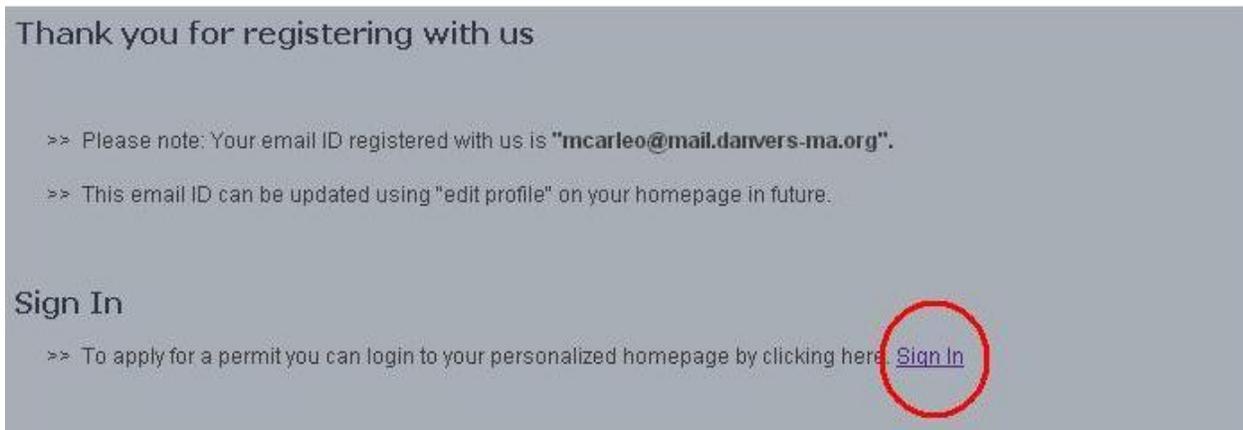
Please Note : ** Indicates Mandatory Fields.

** Your secret answer

** Pick a secret question

** Re-enter your password

Step 3: Your registration is confirmed and you should follow the hyperlink “sign in” to apply.

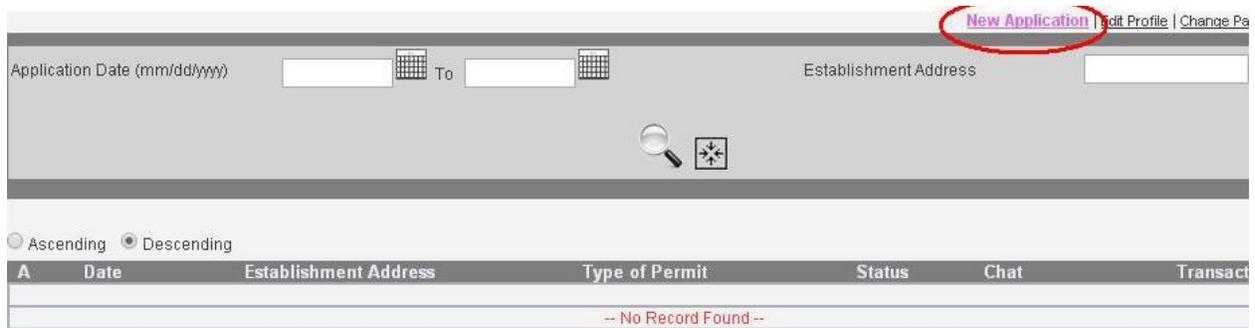


Step 4: Use that username and password you just created to sign in.

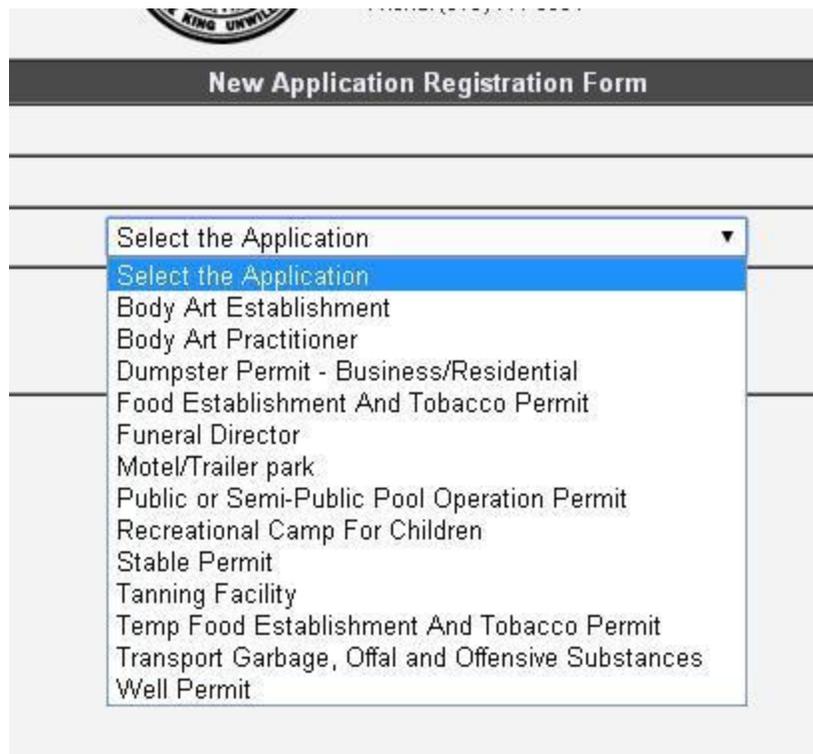


Step 5: To file a NEW application for a Permit select “New Application” from the top right.

To renew an existing application, you will find the current application we have on file where the image below shows “no record found.” Simply click the button on the left of the application you wish to renew and use the drop down menu on the right to pick your option.



Step 6: Select the application you wish to file from the drop down menu.



Step 7: Carefully and accurately fill out your application in its entirety. Please keep in mind that missing or incomplete applications or applications with errors will experience delays in processing or even limit your ability to conduct certain operations of your business. Applications with false or misleading information on them will be rejected.

At any point if you have a question or a problem arises, you should not hesitate to contact Alicia Linehan at extension 3095 or Mark Carleo at extension 3022.