



Guide to Citizen Self Service Portal (CSS)

Applying for a New Electrical
Registration/License

Queen Anne's County Planning & Zoning Department

The Queen Anne’s County online Citizen Self Service Portal, CSS, will allow you to submit applications for a new Master Electrical Registration and Restricted Electrical License. In this guide, we will explain how to apply online.

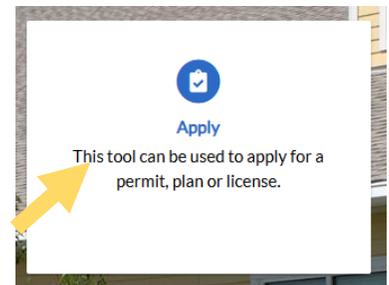
1. Navigate to the [CSS homepage](#) and click the ‘Login or Register’ link in the top right of the screen.

Note: You must have an online account to apply online. For help creating an account, please visit our [\[CSS Help Center\]](#).

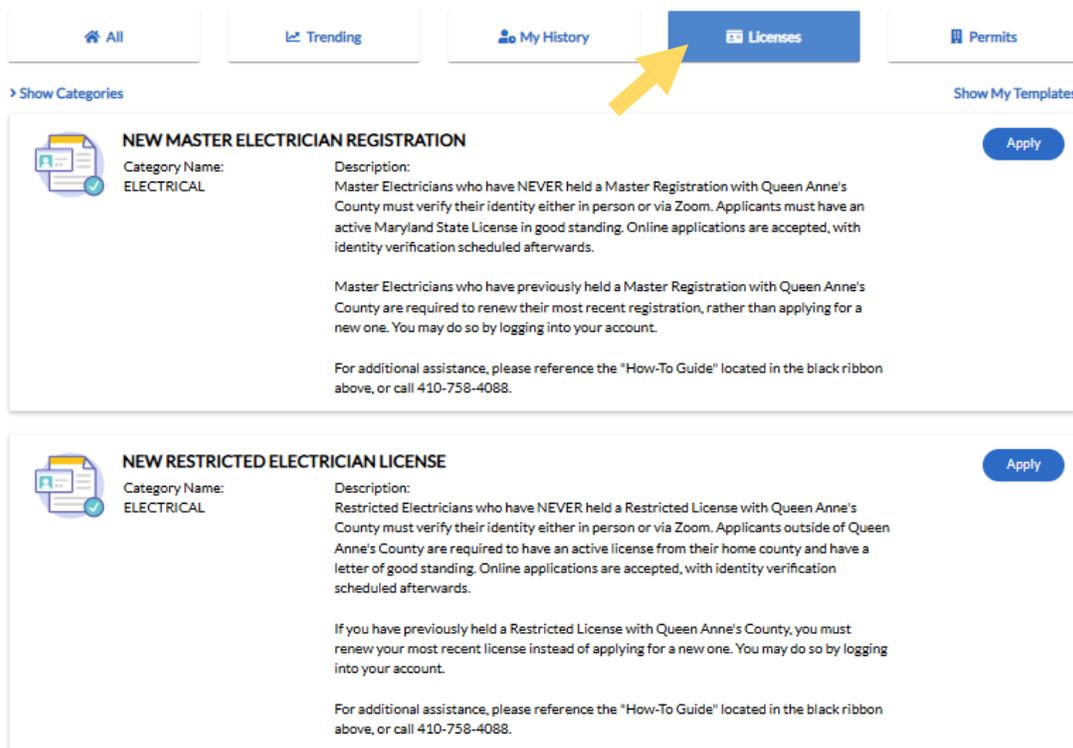
Login or Register



2. Once you’re logged into your account, click the ‘Apply’ tile.



3. Navigate to the ‘Licenses’ tab, then click ‘Apply’ next to the license you are applying for.

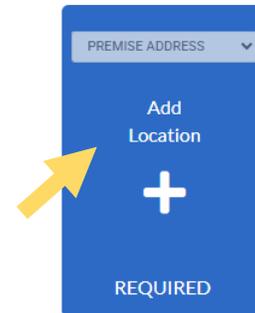


4. Step 1: Locations – Click ‘Add Location’ to enter the mailing address of the electrician listed on license.

LOCATIONS

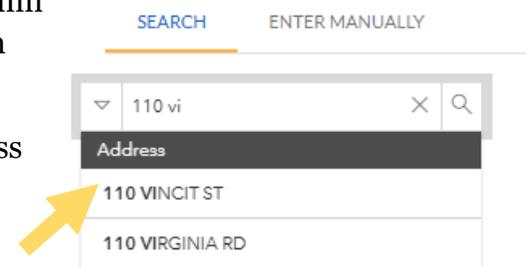
Please add your mailing address.

If manually entering your address, please do so using ALL CAPS.



Please note: Steps 5-6 is for those who have a mailing address within Queen Anne’s County. If you do not have a mailing address within Queen Anne’s County, please skip to step 7.

5. From the map search page, begin typing the mailing address in the search bar and select the address directly from the auto-populated drop-down.



6. On the pop out window displayed from the pin, select ‘+Add’



7. If the mailing address outside of Queen Anne’s County, click the ‘Enter Manually’ tab and enter the address manually.



Note: Each line requests specific address details (e.g., street name, prefix, suffix). Be sure to read each field label carefully and use drop-down menus when available.

Click ‘Save’ when finished.

8. Once you return to the main screen, click 'Next.'



9. Step 2: Type – In the Description field, indicate whether you prefer to schedule a Zoom meeting or appear in person for identity verification.

No other field on this step is editable.

Click 'Next' when finished.

LICENSE DETAILS

Please let us know below if you would like to schedule a Zoom meet

* License Type

* Description

License Holder

10. Step 3: Contacts – The applicant's contact information will populate automatically based on the account holder's details.

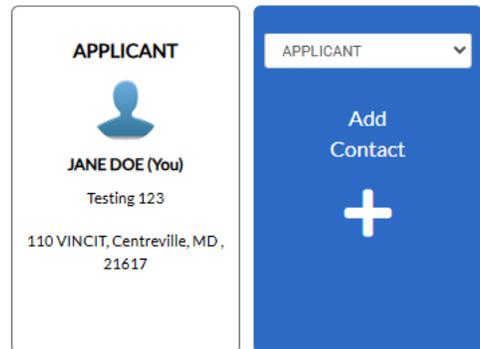
The applicant must be the electrician applying for the registration or license. If the information is incorrect, you will need to update the Personal Information section of the account.

Click 'Next' when finished.

CONTACTS

Please add the applicant applying for the master electrician registration.

If you cannot find the applicant when searching, please contact the Planning & Z



11. Step 4: More Info – Click the 'Electrical Registration/License Application' link and complete the application. Be sure to save this document, as you will need it for the next step in the online application process.

Additionally, enter the information for the company where you are currently employed.

Click 'Next' when finished.

MORE INFO

TO CONTINUE, PLEASE READ BELOW.

Please click the appropriate link below to access the electrical registration application.

Complete **all applicable** fillable fields, sign the document upon completion, and save the file.

You **must** upload this completed and signed PDF in Step 5. Incomplete applications will not be reviewed until all required documents are submitted.

[Electrical Registration/License Application](#)

COMPANY INFORMATION

*COMPANY NAME

*COMPANY STREET ADDRESS

*CITY, STATE, ZIPCODE

12. Step 5: Attachments – Upload all required documents for your specific application type.

Applications missing any required attachments will be considered incomplete and may cause processing delays

Attachments

Please upload all required files for review. Additional documents can be added by using the dropdown list in the last box.

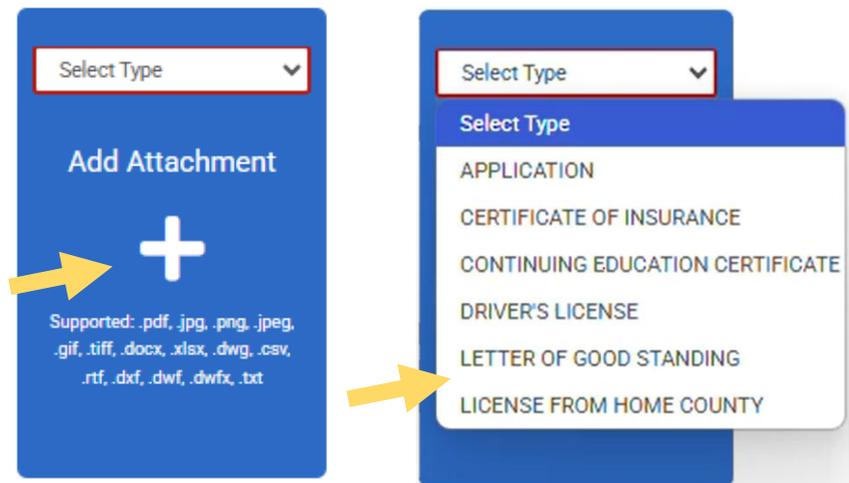
**** IMPORTANT ****

Please ensure that all uploaded documents are clearly legible when printed. If any documents are found to be unclear or difficult to read, we will request larger or clearer copies for review, which may delay the processing time of your application.



Note for Restricted License Applicants: If you do not live in Queen Anne’s County, you are required to submit both a Letter of Good Standing and a License from your home county. These additional documents can be uploaded by selecting ‘Add Attachment’.

Click ‘Next’ when finished.



13. Step 6: Signature – By completing this step, you are consenting to sign the application electronically. Type your name in the field, then use your mouse or finger (if you’re using a touchscreen device) to provide your signature in the signature box.

Click ‘Next’ when finished.

SIGNATURE

By signing, you attest to the accuracy of all information provided.

* Please type your name as consent to electronically sign this application.

Jane Doe



14. Step 7: Review & Submit – Carefully review all entered information for accuracy and completeness. Once you’ve confirmed everything is correct, click ‘Submit.’

Please allow the Board of Electrical Examiners 7 to 10 business days to review your application. You will be contacted if any additional information is needed.

Note: The registration or license fee is not automatically generated. Once your application has been reviewed and accepted as complete, an invoice will be posted on your account. You will receive an email notification when the invoice is available. Payments can be made online or in person at the Planning and Zoning Department.

Registrations and Licenses will not be issued until payment is received in full.