

Maine Enterprise Licensing System (MELS) Supporting User Guides

## Updating Your Permit Contacts

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MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION

17 State House Station | Augusta, Maine 04333-0017

[www.maine.gov/dep](http://www.maine.gov/dep)

## Purpose

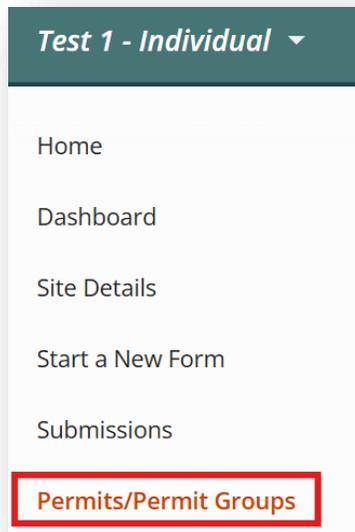
In this guide, you will learn how to update the contacts associated with your **In Effect permit**.

You will only be able to perform the following tasks if you are a **site administrator or editor** (i.e., not a limited editor or viewer). If you require additional access, please reach out to your site administrator found in the Authorized Users tab.

Please note, updating a permit's contacts **does not** preclude the requirement to submit a Transfer form to fully **transfer the ownership of a permit**. To transfer the ownership of your In Effect permit, refer to the user guides: "Submitting an Overboard Discharge Permit Change Form", "Submitting a Request for a Land Extension, Transfer, or Revision and Amendment", or a similar guide available on the [MELS Hub](#).

## Updating Permit Contacts

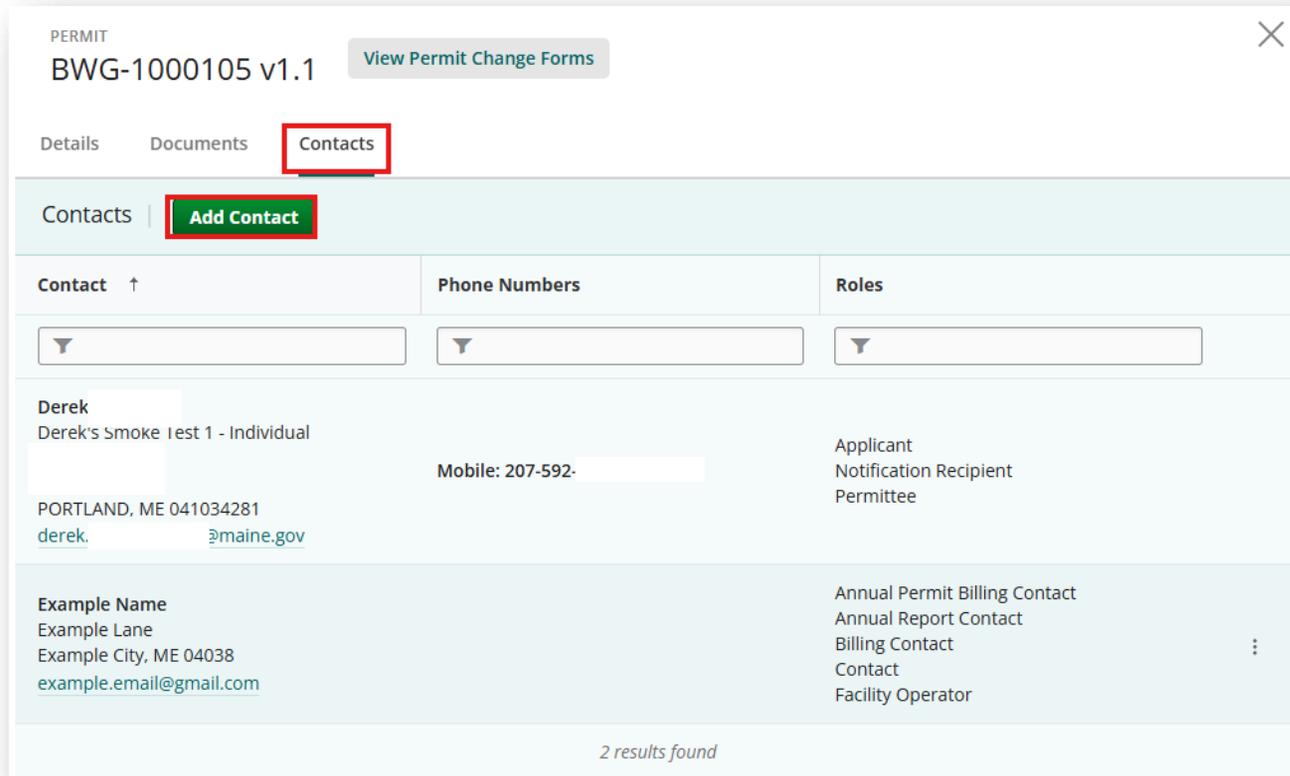
1. Log into MELS and navigate to the Permits/Permit Groups tab.



2. Select the relevant In Effect Permit.

Permits/Permit Groups Search							
Permit Number	Category/Type/Program	Agency Contact	Issue Date	Effective Date	Expiration Date	Permit Status	↑
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
BWG-1000106 v1.0	Biomedical Waste Generator Registration BRWM - Biomedical Waste		10/27/2025	10/27/2025		In Effect	⋮

- 3. Select the Contacts tab.
- 4. Select Add Contact



- 5. Enter contact information and select Save.
  - a. Note: External users (i.e., regulated community members) are not able to edit or create new permittee, delegated authority, or responsible party contacts. Please reach out to your project manager to request they update these contact types on your behalf.