



LIC-4001-WS

**ACCELA RECORDS WORKSHEET  
CONTACT TYPES & REFERENCE IDs**

**Instructions:** Prior to adding a contact to an Application record in Accela, a user profile for the Individual contact or Entity contact must be created which generates a unique Accela Citizen Access (ACA) Contact Reference Identification Number (“Contact Reference ID”). Use this worksheet to compile/gather the names and Contact Reference IDs of the Individuals and Entities associated with an Application Record. Examples of Contact Type/Role are Owner, Social Equity Owner, Chief Executive Officer, Manager, President etc. Please note that contacts for a Neighborhood Liaison and Person-in-Charge are required when submitting or renewing an Application in Accela. This worksheet is not required to be submitted and is only provided to assist the Applicant in gathering information necessary during the Application submittal or renewal process in DCR’s Licensing Portal (Accela).

Applicant Name: \_\_\_\_\_  Business Entity

Contact Reference ID. \_\_\_\_\_  Sole Proprietorship

Owners (Individuals & Business Entities)			
Reference Contact ID	Contact Type/Role	First & Last Name <u>or</u> Business Entity Name	Ownership/Equity %

Common Key Positions of <u>Individuals</u> within the Business Entity (*Required Contacts)		
Reference Contact ID	Contact Type/Role	First & Last Name
	*Person-In-Charge	
	*Neighborhood Liaison	

Management Company		
Reference Contact ID	Contact Type/Role	Business Entity Name
	Management Company	

Owners		
Reference Contact ID	Contact Type/Role	First & Last Name <u>or</u> Business Entity Name
	Accounting Firm	
	Agent for Service of Process	
	Authorized Agent	
	Consultant	
	Law Firm	
	Security Firm	