



City of Boston
Mayor Michelle Wu
Licensing Board

Commissioners:
Kathleen M. Joyce, Chairman
Keeana S. Saxon
Liam P. Curran
Executive Secretary:
Daniel Green

2025-2026 Fortune Teller Renewal Instructions

License Period: MAY 1, 2025 - APRIL 30, 2026

ATTENTION: 2025-2026 licenses will not be emailed as in previous years. All 2025 licenses must be picked up in person at City Hall Room 809 beginning April 22, 2025.

1. Online Google Form Submission

- Licensees will be required to file the renewal application(s) online at <https://bit.ly/renewfortune2025> (case sensitive) or **scan the QR code**.
- The renewal period is **Monday, March 31, 2025, until Wednesday, April 30, 2025 (11:59 p.m.)**
- If you do not have a Google account, you will need to create a **free** account at www.gmail.com. This is required in order to receive an emailed copy of your submission(s).
- **Tip:** Use your smart phone to submit the renewal application! You can take a photo of the completed forms/permits then upload it to the form.
- If you need help submitting your renewal online, you may come into Boston City Hall, Room 809 and a staff member will assist you on our kiosk.
- **Office hours:** Monday through Friday from 9 a.m. until 4:30 p.m.
- **Office Closures:** Monday, April 21, 2025 (Patriots' Day).
- **DO NOT EMAIL / MAIL THE RENEWAL APPLICATION. It will not be accepted.**



**FORTUNE
TELLER
RENEWAL
APPLICATION**

2. Renewal Documents

1. **2025-2026 Fortune Teller Renewal Application**
 - a. Complete all fields and sign your enclosed application. **If your name is not listed on the renewal application, then you CANNOT sign it.** The only person(s) who can complete the application is the listed manager of record, stockholder(s), owner(s), or officer(s). Person(s) must be Board approved.
 - b. If you are a new operator or an additional operator, you must obtain **your own** License.
 - c. **Do not make changes** on the Renewal Application. If changes need to be made, please contact us at LicensingBoard@boston.gov.
2. **Valid Copy of the Certificate of Occupancy**
3. **Copy of Lease agreement** - Cannot be expired.
4. **List of employees** - If any of your employees are acting as a Fortune Teller, they must obtain **their own License**. They cannot operate under your license.
5. **Wage Theft Certification Form (enclosed)**



3. Renewal Application Review and License Issuance

Upon the online submission, you should receive an **automated confirmation email from Google Forms** with a copy of the application that you submitted. Licensing Board staff will review the online submission for completion. Licensing staff will send a status **email to you within 7 business days** of submission.

- Please check your spam folder for an email from LicensingBoard@boston.gov.
- **INCOMPLETE Application:** If you receive an email requesting documents and/or payments, **please REPLY directly to our email** with the outstanding documents or confirmation of payment.
- **COMPLETE Application:** Once your application is COMPLETE, you will receive a confirmation email - save this as a receipt and be prepared to present confirmation when you pick up your license. **You may pick up your physical 2025-26 license by coming to City Hall Room 809 beginning on April 22, 2025. 2025-26 licenses WILL NOT be emailed.**

4. Payment Method

a. **(Strongly Preferred) Online** - You may pay online via credit card, debit card, or check.

- Use your license number (LB-#####) to pay **online:** bit.ly/paylicense2 (case sensitive) or **scan the QR code on the right to pay.**
- Card transactions will incur a 2.75% service charge. There is no service charge for check payments online. Rejected online payments will incur a fee of \$25 or 1% if check payment is over \$2,500.



PAYMENT SITE

b. **By Mail**

- You may mail a check payable to the "City of Boston" with the license number and business name on the memo line. Mail it to Boston City Hall, 1 City Hall Square, Room 809, Boston, MA 02201. **DO NOT MAIL CASH.**

c. **In Person**

- **Cash:** If paying cash at City Hall, you will need to bring the enclosed 3-tiered invoice to Window M-8 on the Mezzanine Level.
- **Check:** You will drop off the check at City Hall, Room 809. The check should be payable to the "City of Boston" with the license number and business name on the memo line. Returned checks will incur a fee of \$25 or 1% if check payment is over \$2,500.
- **Credit/debit card:** You will pay in Room 809. A service charge of 2.75% will be incurred for card transactions.

6. Late Renewal (After April 30, 2025)

- If you fail to complete your renewal application, submit it online, and pay by Wednesday, April 30, 2025, you will have to shut down the business at 12:00 a.m. on May 1, 2025, and will not be able to operate until you obtain approval from the Licensing Board. Renewals submitted after the deadline will incur a \$50 late fee.