



**MAINE.**

FILM OFFICE



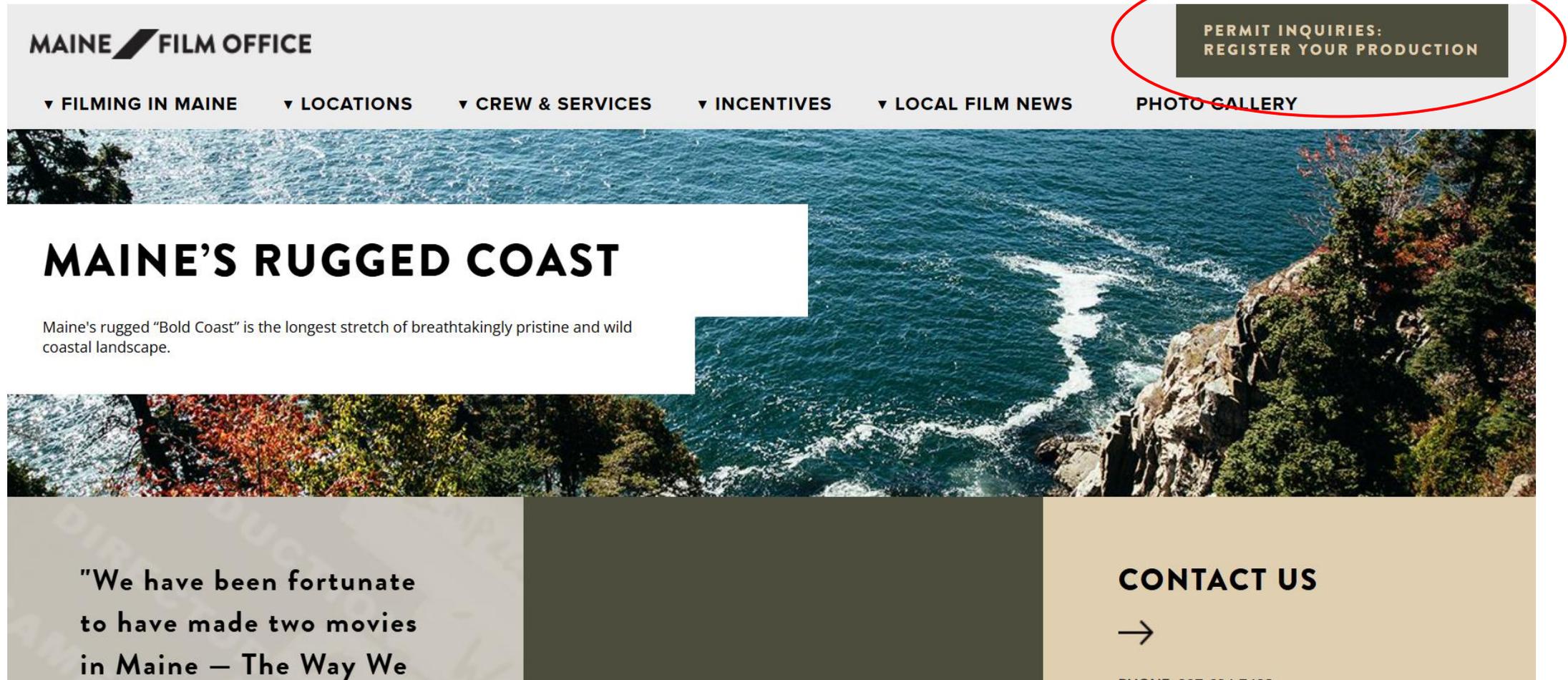
## **How to Register Your Production with the Maine Film Office**

Last Updated: 3/13/2026

# Step 1

Go to [www.FilmInMaine.com](http://www.FilmInMaine.com).

Click on “Permit Inquiries: Register Your Production”



# Step 2

## Click on “Apply Online”



[Home](#)

[Funding Requests](#)



[Log in](#)

[Sign Up](#)

[Apply Online](#)



Funding Program

Register Your Production

Status	Start Date	End Date
In progress		

Funding Program Name  
Register Your Production

Status  
In progress

Grant Manager Email  
[lisa.poulin@maine.gov](mailto:lisa.poulin@maine.gov)

Program Type  
Production Registration

Manager ⓘ  
Lisa Poulin

✓ Description

Description  
ALL PRODUCTIONS FILMING IN MAINE ARE ASKED TO REGISTER THE PRODUCTION WITH THE MAINE FILM OFFICE. PLEASE COMPLETE THE FORM BELOW TO REGISTER YOUR PRODUCTION.

## STEP 3

This should bring you here:

<https://stateofmaine.my.site.com/DECDMAINE/s/login/>

Enter Username and Password.

If you do not currently have an account, click “Not a member” and complete the form.

There is no cost to be a member. It simply enables the Maine Film Office to have an account on file for your production company.



**Department of Economic  
& Community Development**

Username

Password

**Log in**

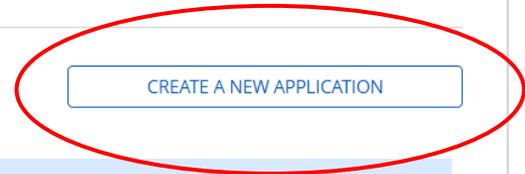
[Forgot your password?](#)

[Not a member?](#)

# STEP 4

Click on “Create A New Application”

## ALL PRODUCTION REGISTRATIONS



[CREATE A NEW APPLICATION](#)

Production Title	Funding Program	Funding Request Manager	Application Date	Status	Action
FR-04278 -	Register Your Production	InProgress Queue	2025-03-07	In progress	<a href="#">Edit</a>

# STEP 5

In the “Search Application Name” box, enter **Register Your Production**

Select NEXT

## START APPLICATION

 Please pick valid application name

\* Search Application Name

\* Application Date

03-26-2025 

### Steps

START APPLICATION

Next

# STEP 6

## Complete Production Company Information

### APPLICANT INFORMATION

Funding Program: Register Your Production

Application Date: 03-13-2026

Funding Request Name: FR-03174

▼ PRODUCTION COMPANY INFORMATION

\* Production Company Name: test

\* Production Company Address: 111 Sewall Street

\* Production Company City: Augusta

Production Company State: Maine

Production Company ZIP: 04330

\* Production Company Country: United States

\* EIN: 01-0203040

\* Production Company Type: Production Company

\* Production Company Account Level: LLC

**Applying Contact Information**

\* Contact First Name: Steve

\* Contact Last Name: Lyons

\* Contact Title: Director

\* Phone: (207)624-9815

Mobile Phone: (207)592-4080

\* Email: me.slyons@gmail.com

**Production Registration Contact Information**

Same As Applying Contact

### Steps

- **APPLICANT INFORMATION**
- INFORMATION ABOUT PRODUCTION
- FILM LOCATIONS
- SUPPORTING DOCUMENTS
- ATTESTATION

# STEP 6A

## Complete Production Information

Click NEXT

**Production Registration Contact Information**

Same As Applying Contact

**Production Information**

\* Production Type: Scripted Feature (short)      \* Production Title: MFO Test 2026-03-13

\* Brief Synopsis Of The Production: Test

Local Hotel (If Applicable):      Number of Room Nights:

\* Approx Number of Crew Maine Residents: 6      \* Approx Number of Crew Non-Residents: 2

\* Approx Number of Cast Maine Residents: 5      \* Approx Number of Cast Non-Residents: 0

\* Approx Number of Extras Maine Residents: 0      \* Approx Number of Extras Non-Residents: 0

\* Estimated Total Budget for Production: \$ 110,000.00      \* Estimated Direct Spend for Prod in Maine: \$ 110,000.00

\* Start Date of Production: 04-15-2026

Is Producer from Maine?

Is Director from Maine?

Is Cinematographer from Maine?

Is Screenwriter from Maine?

[Next](#)

# STEP 7

Complete Information About the Production. Check if you intend to apply for the incentive.

Click NEXT

### INFORMATION ABOUT PRODUCTION

\* Distribution Plan (include Studio and Network, if applicable)s

  
**Estimate of Wages and Non-wage Production Spend in Maine**

* Resident Crew Wages	<input type="text" value="\$ 60,000.00"/>	* Non-Resident Crew Wages	<input type="text" value="\$ 10,000.00"/>
* Non-wage Production Spend	<input type="text" value="\$ 40,000.00"/>	* Estimated Total Filming Days For The Production	<input type="text" value="8"/>
* Estimated Number Of Filming Days In Maine	<input type="text" value="8"/>		

**Estimated Production Dates in Maine**

* Date Pre-Production Begins	<input type="text" value="03-25-2026"/>	* Date Pre-Production Ends	<input type="text" value="04-15-2026"/>
* Date Production Begins	<input type="text" value="04-15-2026"/>	* Date Production Ends	<input type="text" value="04-23-2026"/>
* Date Post-Production Begins	<input type="text" value="04-27-2026"/>	* Date Post-Production Ends	<input type="text" value="05-29-2026"/>

Check if you intend to apply for the visual media incentive

Previous

### Steps

- APPLICANT INFORMATION
- INFORMATION ABOUT PRODUCTION**
- FILM LOCATIONS
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# STEP 8

Complete Film Location Information.

Under “Add Film Location” click on “New”

## FILM LOCATIONS

Add Film Locations

STREET	CITY	COUNTY	NO OF FILMING DAYS
<a href="#">New</a>			

 At least one film location must be entered

### Production Equipment

Will you be using any of the following (Select all that applies)

- Airplanes/Helicopters
- Assault rifles
- Custom rigging
- Drones
- Explosives/Fireworks
- Fire Arms
- Fire/Open Flame
- Fog/Snow Machine

Other Special Effects

### Production Vehicles

VEHICLE NAME	VEHICLE QUANTITY
<a href="#">New</a>	

[Previous](#) [Next](#)

### Steps

- APPLICANT INFORMATION
- INFORMATION ABOUT PRODUCTION
- FILM LOCATIONS**
- SUPPORTING DOCUMENTS
- ATTESTATION

# STEP 8A

Enter the address and city for the location in which you are shooting. Select the city from the dropdown menu and the county will automatically be added.

Click **SAVE** and repeat for all locations.

Add Film Locations

\* Film Address  
10 Water Street

\* Film City  
AUGUSTA

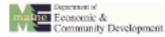
County  
KENNEBEC

Cancel

Save

# STEP 8B

Select the Production Equipment that will be used while filming in Maine.



Home

Funding Requests

My Funding Requests

## FILM LOCATIONS

### Add Film Locations

STREET	CITY	COUNTY	
10 Water Street	AUGUSTA	KENNEBEC	▼
Maine State House	AUGUSTA	KENNEBEC	▼

New

### Production Equipment

Will you be using any of the following (Select all that applies)

- Airplanes/Helicopters
- Assault rifles
- Custom rigging
- Drones
- Explosives/Fireworks
- Fire Arms
- Fire/Open Flame
- Fog/Snow Machine

Other Special Effects

### Production Vehicles

VEHICLE NAME	VEHICLE QUANTITY

New

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## Steps

- ✓ APPLICANT INFORMATION
- ✓ INFORMATION ABOUT PRODUCTION
- **FILM LOCATIONS**
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Check equipment to be used in Maine

To add a production vehicle, click NEW

# STEP 8C

Select vehicles from dropdown menu and add quantity.

Click SAVE and repeat for each vehicle.

Production Vehicles

\* Vehicle Name  \* Vehicle Quantity

- Clear --
- Camera Car
- Generator
- Other
- Production Trailer
- Production Vehicle
- Truck Rental
- Watercraft

# STEP 8D

After adding Locations, Production Equipment and Production Vehicles, click NEXT.

### FILM LOCATIONS

Add Film Locations

STREET	CITY	COUNTY	NO OF FILMING DAYS	
Water Street	AUGUSTA	KENNEBEC	3	▼
Maine State House	AUGUSTA	KENNEBEC	3	▼

[New](#)

### Production Equipment

Will you be using any of the following (Select all that applies)

- Airplanes/Helicopters
- Assault rifles
- Custom rigging
- Drones
- Explosives/Fireworks
- Fire Arms
- Fire/Open Flame
- Fog/Snow Machine

Other Special Effects

### Production Vehicles

VEHICLE NAME	VEHICLE QUANTITY
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[New](#)

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### Steps

- ✓ APPLICANT INFORMATION
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# STEP 9

Upload Certificate of Insurance – All productions must provide a Certificate of Insurance for productions shot in Maine.

Upload proof of Full Funding - The Maine Film Office requires production companies that wish to apply for the incentive to demonstrate that their production is fully funded. This information should be added to the Optional Documents section. Proof of funding may include:

1. Letter of Credit/Commitment: A letter from a bank or financial institution confirming they have approved financing for the project.
2. Financing Agreements: Signed agreements or term sheets with a private investor, bank, or equity funder confirming their investment or loan amount.
3. Distribution Agreement/Pre-sale Contracts: Contracts with a television network, streaming service, or studio that guarantees the production revenue upon delivery or completion.
4. Escrow Account Statements: Bank or escrow account statements showing that funds for the production have been deposited.

Optional Documents – Includes screenplays and other relevant documents.

Click NEXT

**SUPPORTING DOCUMENTS**

Required Documents for Production Registration

\* Certificate of Insurance for Production Company ⓘ

Upload Files Or drop files

\* Proof of Full Funding ⓘ

Upload Files Or drop files

**Note:** Productions must provide information demonstrating that the production is fully funded so that the Maine Film Office can certify the production. This might include one of the following:

1. Letter of Credit/Commitment: A letter from a bank or financial institution confirming they have approved financing for the project.
2. Copy of a contract/agreement between the client and production company showing the funding is available.
3. Financing Agreements: Signed agreements or term sheets with a private investor, bank, or equity funder confirming their investment or loan amount.
4. Distribution Agreement/Pre-sale Contracts: Contracts with a television network, streaming service, or studio that guarantees the production revenue upon delivery or completion.
5. Escrow Account Statements: Bank or escrow account statements showing that funds for the production have been deposited.

Optional Documents

Supporting Documents

Upload Files Or drop files

Steps

- APPLICANT INFORMATION
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# STEP 10

Complete Attestation Form.

By completing this form, the signatory agrees to the terms set forth in the registration.

Sign document and click NEXT.

### ATTESTATION

▼ TERMS OF ACCEPTANCE AND SIGNATURE

- Provide financial information that demonstrates that the visual media production is fully financed and that at least \$75,000 of visual media production expenses will be incurred in Maine.
- Provide a Certificate of Insurance
- I certify that the visual media production company is not owned by, affiliated with or controlled by, in whole or in part, a person that is in default on a loan made by the State or a loan guaranteed by the State.
- I certify that the production will display and embed an on-screen credit and logo - as provided by the MFO - in the end credits on its own card (for productions with on-screen credits). Call the Maine Film Office for further details.
- (OBSCENITY) I certify that this production is not produced by a media production company that keeps records, as required by 18 United States Code, Section 2257, maintained by that media production company with respect to any performer portrayed in that production

### SIGNATURE

THE SIGNED REPRESENTATIVE AGREES THE PRODUCTION COMPANY WILL COMPLY WITH ALL PROVISIONS OF THE LAWS, RULES AND REGULATIONS OF THE STATE OF MAINE AND AGREES THAT ALL INFORMATION IN THIS REGISTRATION DOCUMENT IS ACCURATE AND VALID.

\* Your Name

\* Your Title

\* Your Email

\* Your Phone

Production Insurance Signature Date

\* I, the application for this Production Registration Application form, warrant the truthfulness of the information provided in this application.

\* I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance. You will not be able to submit your application unless you agree to the Terms of Acceptance.

Please indicate that you accept terms and conditions to proceed

\* Signature

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### Steps

- ✓ APPLICANT INFORMATION
- ✓ INFORMATION ABOUT PRODUCTION
- ✓ FILM LOCATIONS
- ✓ SUPPORTING DOCUMENTS
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# STEP 11

Review document for accuracy. If you wish to make edits, click on the Edit button. Otherwise click on the Submit button.

Upon submission, a window will appear asking if you want to submit. If yes, click NEXT.

On the final window, click FINISH to complete the registration.

Completed registrations will be reviewed by the Maine Film Office to verify if the project is eligible for certification.

Final Review

FR-04293

Edit Submit

▼ APPLICANT INFORMATION

Funding Program: Register Your Production Application Date: 03-26-2025

Funding Request Name: FR-04293 Status: In progress

▼ Production Company Information

Production Company Name: Steve Lyons - MFO

Production Company Address: 111 Sewall Street Production Company City: Augusta

Production Company State: Maine Production Company Zip: 04330

Production Company Type: Production Company Production Company Account Level: LLC

EIN: 000123456

Applying Contact Information

Contact Name: John Doe Contact Title: Producer

Phone: 1234567890 Mobile Phone:

Email: me.styons@gmail.com

Production Registration Contact Information

Contact Name: John Doe Contact Title: Producer

Phone: (123)456-7890 Mobile:

Email: me.styons@gmail.com

Production Information

Production Type: Scripted Feature (Full Length) Production Title: Test Scripted Feature

Brief Synopsis of the Production: This is a summary of what the production is about.

Local Hotel: Number of Room Nights:

Approx Number of Crew Maine Residents: Approx Number of Crew Non Residents:

# Questions?

Steve Lyons, Director

Maine Film Office

207-592-4080

[Steve.Lyons@Maine.gov](mailto:Steve.Lyons@Maine.gov)