



State of New Hampshire
WATER WELL BOARD



Kelly M. Dobrowolski, *Pump Installer, Chair*
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Steve Lamb, P.G., *Public Member*

**2020-2021 WATER WELL AND PUMP INSTALLER LICENSES
CAN NOW BE RENEWED ONLINE!**

To renew online or obtain the mail-in form, please go to:

<https://onlineforms.nh.gov/app/#/formversion/149f65b2-5b0f-468b-8aea-df9ca6d88436>

You will be directed to *Register an Account*. This creates an account for you so that your contact information is retained and renewal in future years will be quick and easy. Each licensee must register, renew and pay separately. You cannot renew multiple people under one registration – each licensee completes the form and pays separately.

Please complete the form by filling out all contact information, submitting relevant company information and selecting which license type you want to renew. Then, you have the option to pay online (with credit card or e-check) or print an invoice and send in a check. Once all information and payment is received, your renewal will be processed. Expect to see new license cards and truck stickers in the mail in late July. **Additional instructions are below.**

****Pump Installers:** If you have not yet obtained 2 hours of continuing education for the 2019-2020 year, please see online education options at:

<https://www.des.nh.gov/organization/divisions/water/dwgb/wwwb/events.htm>

INSTRUCTIONS FOR ONLINE WATER WELL AND PUMP INSTALLER LICENSE RENEWAL

1. **Go to:**

<https://onlineforms.nh.gov/app/#/formversion/149f65b2-5b0f-468b-8aea-df9ca6d88436>

2. **Select “Begin Form Entry”** (see screenshot below)

The screenshot shows the State of New Hampshire online forms portal. At the top, there is a navigation bar with links for Home, Finder, Dashboard, Forms, History, Help, and Sign Out. Below the navigation bar, the page title is "License Renewal Form - Water Well Board" with a version number of 1.0. The main content area is divided into two columns. The left column contains "INSTRUCTIONS" for form NHDES-W-03-083, dated 03-14-2020. The instructions state that licenses expire on June 30, 2020, and that renewal forms received after July 31, 2020, must include a \$20.00 late fee. The right column contains "CONTACT INFORMATION" for the New Hampshire Water Well Board, including a payment remittance address and contact details. At the bottom of the page, there are two buttons: "Begin Form Entry" and "Download Mail-in Form". A red circle highlights the "Download Mail-in Form" button, and a red box with a red border contains the text "OR CLICK HERE TO PRINT AND MAIL IN THE RENEWAL FORM WITH A CHECK". A blue arrow points to the "Begin Form Entry" button, and another blue arrow points to the "Register an Account" button in the next screenshot.

3. **Select “Register an Account”** (see screenshot below)

The screenshot shows a "Sign In" form. It has two input fields for "Username" and "Password". To the right of the input fields, there is a "Don't have an account?" link with a "Register an Account" button below it. A blue arrow points to the "Register an Account" button. At the bottom of the form, there are three buttons: "Sign In", "Cancel", and "Forgot password".

4. **Create the User Profile.** The information input here will carry over to your renewal form.

5. You will be sent an email upon registering. You may have to **click the link in the email to confirm it is correct.**

6. **Go back to:**
<https://onlineforms.nh.gov/app/#/formversion/149f65b2-5b0f-468b-8aea-df9ca6d88436>
7. **Select** “Begin Form Entry”
8. **Login** with your username (email) and password
9. **Fill in the form** with all remaining contact information. Be sure to input your correct Individual License number (the one with the W) and the Business License number.
10. **If you are the Qualified Individual** for the business and are an LLC or corporation, provide proof of up-to-date registration with the Secretary of State. You are able to upload a .pdf document.

TO GET YOUR SECRETARY OF STATE DATA ONLINE:

- a. To get a .pdf, go to: <https://quickstart.sos.nh.gov/online/businessinquire>
- b. **Search for your business**

| | Filing Type | Annual Report Y |
|--|------------------------|-----------------|
| | Annual Report | 2020 |
| | Annual Report Reminder | N/A |
| | Annual Report | 2019 |

- c. In the query results, **select** your business name where the type of business is noted (ex. LLC or Domestic Profit Corporation).
 - d. **Select** “Filing History” at the bottom of the page.
 - e. **Select** the Annual Report for the recent year.
 - f. This will open a .pdf that can be saved to your computer. Then it can be uploaded to the Renewal Form.
11. **Fill-in the form** with information about renewing your Water Well Contractor License – if applicable. Select all specialty licenses that you are licensed for and want to renew. If you do not have a Water Well Contractor license, select “No.”
 12. **Fill-in the form** with information about renewing your Pump Installer License – if applicable. If you do not have a Pump Installer license, select “No.”
 13. If renewing a Pump Installer License – **fill in the table** with information pertaining to the continuing education. Attach a document as necessary.
 14. **Review** all the data you input and fees associated with the license renewal.
 15. **Accept and Submit.** You will receive an email noting that the form was submitted.
 16. Choose whether you want to **pay online or send in a check.** If sending in a check, a paper invoice will open that must be printed and sent in with your check.
 17. All done!