

Firm Name Change and Transfer Operator Request

1. Access the Licensing Portal

- Navigate to <https://okwrb.portalus.thentiacloud.net/webs/portal/#/>
- Select “Licensing” on the home screen.



Welcome to Oklahoma Water Resources Board

Licensing

Apply for and manage your well driller/pump installer license and operator certificate(s).

Licensing

Search Licensed Firms

Search for, or verify, Oklahoma licensed well drilling and pump installation firms.

Public Search



Oklahoma Water Resources Board
3800 North Classen Boulevard
Oklahoma City, OK 73118
Phone: 405-530-8800
Fax: 405-530-8900
Email: welldrillers@owrb.ok.gov

Powered by [Thentia Cloud](#)

2. Sign In

- You must also open your firm's email account to complete these steps.
- Sign in to the license portal by entering the email address and password for the firm's account.
- Based on account setup either answer the security question or enter the security code that was sent to the accounts email.
- The password can be reset if forgotten by pressing "Reset Password."



Licensing

Email address

Password

Sign In

Or

Forgot your password? [Reset Password](#)

Don't have account yet? [Register for an Account](#)

Firm Name Change Request

1. Locate Name Change Request

- Click on Name Change Request

Brand New Test Firm
3800 North Classen Boulevard, Oklah...
Firm Inbox

OKLAHOMA Water Resources Board

My Inbox | New Guy

Firm and Operator Licensing

New Firms - To apply for a Drilling/Pump Contractor License and Operator Certification, first select "Add New Firm". After adding your firm information you will be able to apply using left navigation menu. You must submit a DPC application AND an OC application.

Firms With an Existing License - To renew your existing licenses please select applicable firm below and use left navigation menu. You must renew each DPC license and Operator certification separately.

Search Your Firms

[Add New Firm](#)

| Firm Name | Firm Type | Address |
|---------------------|-----------|--|
| Brand New Test Firm | Private | 3800 North Classen Boulevard, Oklahoma City, Oklahoma, 73118 |

Licensing

- Apply & Renew DPC License
- DPC Certificate
- Apply & Renew Operator
- Operator Wallet Card
- Documents For Licensing

Firm

- Firm Information
- Firm Licensed Categories
- Name Change Request**
- Transfer Operator Request
- Document History

Finance

2. Start Request

- Click on the "Start" button to begin the name change request.

Brand New Test Firm
3800 North Classen Boulevard, Oklah...
Firm Inbox

OKLAHOMA Water Resources Board

My Inbox | New Guy

Name Change Request

There is a \$50 fee to change the firm's name. Submit the following request and the Board will contact you if there are questions, otherwise you will receive an automated email when the request has been approved.

| Request Number | Status | Date |
|--|--------|------|
| No Request. Click "Start" to Submit a Request. | | |

[Start](#)

Licensing

- Apply & Renew DPC License
- DPC Certificate
- Apply & Renew Operator
- Operator Wallet Card
- Documents For Licensing

Firm

- Firm Information
- Firm Licensed Categories
- Name Change Request**
- Transfer Operator Request
- Document History

Finance

3. Enter New Firm Name

- Enter the new name for the firm.

The screenshot displays the Oklahoma Water Resources Board portal. At the top right, there are links for 'My Inbox' and 'New Guy'. The main header features the Oklahoma Water Resources Board logo and name. On the left, a navigation menu includes sections for 'Licensing' (with sub-items like 'Apply & Renew DPC License', 'DPC Certificate', 'Apply & Renew Operator', 'Operator Wallet Card', 'Documents For Licensing') and 'Firm' (with sub-items like 'Firm Information', 'Firm Licensed Categories', 'Name Change Request', 'Transfer Operator Request', 'Document History'). The 'Name Change Request' form is the central focus, titled 'Name Change Request' and labeled 'Step 1 of 2'. It includes a 'Note' stating 'All information with an asterisk (*) is required.' The form has two fields: 'Current Name' with a dropdown menu showing 'Brand New Test Firm' and 'New Name *' with an empty text input field. A 'Save & Continue' button is located at the bottom right of the form area.

4. Fee Payment

- An invoice will be issued by the Oklahoma Water Resources Board. Payment may be made by credit card, cash, or check.

Transfer Operator Request

1. Locate Transfer Operator Request

- Click on Transfer Operator Request

Brand New Test Firm
3800 North Classen Boulevard, Oklah...

Firm Inbox

Licensing

Apply & Renew DPC License

DPC Certificate

Apply & Renew Operator

Operator Wallet Card

Documents For Licensing

Firm

Firm Information

Firm Licensed Categories

Name Change Request

Transfer Operator Request

Document History

Finance

Firm and Operator Licensing

New Firms - To apply for a Drilling/Pump Contractor License and Operator Certification, first select "Add New Firm". After adding your firm information you will be able to apply using left navigation menu. You must submit a DPC application AND an OC application.

Firms With an Existing License - To renew your existing licenses please select applicable firm below and use left navigation menu. You must renew each DPC license and Operator certification separately.

Search Your Firms

Add New Firm

| Firm Name | Firm Type | Address |
|---------------------|-----------|--|
| Brand New Test Firm | Private | 3800 North Classen Boulevard, Oklahoma City, Oklahoma, 73118 |

2. Start Transfer Request

- Click on the "Start" button to begin the operator transfer request.

Brand New Test Firm
3800 North Classen Boulevard, Oklah...

Firm Inbox

Licensing

Apply & Renew DPC License

DPC Certificate

Apply & Renew Operator

Operator Wallet Card

Documents For Licensing

Firm

Firm Information

Firm Licensed Categories

Name Change Request

Transfer Operator Request

Document History

Finance

Transfer Operator Request

There is a \$50 fee to transfer an operator from another firm to this firm. Submit the following request and the Board will contact you if there are questions, otherwise you will receive an automated email when the request has been approved. Once approved you can manage the operator certificate under this account.

| Request Number | Status | Date |
|--|--------|------|
| No Request. Click "Start" to Submit a Request. | | |

Start

3. Operator Information

- Enter the full name and operator number into their respective boxes.
- Operator number needs to be OP-XXXX.

The screenshot shows the Oklahoma Water Resources Board website interface. At the top right, there are links for 'My Inbox' and 'New Guy'. The main header features the Oklahoma Water Resources Board logo. On the left side, there is a navigation menu with categories like 'Licensing', 'Firm', and 'Finance'. The 'Licensing' section is expanded, showing options such as 'Apply & Renew DPC License', 'DPC Certificate', 'Apply & Renew Operator', 'Operator Wallet Card', and 'Documents For Licensing'. The 'Firm' section is also expanded, showing 'Firm Information', 'Firm Licensed Categories', 'Name Change Request', and 'Transfer Operator Request', which is currently selected. The main content area displays the 'Transfer Operator Request' form, which is 'Step 1 of 2'. A note states: 'All information with an asterisk (*) is required.' Below the note, there is a paragraph of instructions: 'Provide the full name and certificate number for the operator you are requesting be transferred from another firm to this firm. If you have questions or concerns regarding this request, please contact the board at 405-530-8800 or welldrillers@owrb.ok.gov.' There are two input fields: 'Operator's Full Name *' and 'Certificate Number (OP-####) *'. A 'Save & Continue >' button is located at the bottom right of the form.

4. Fee Payment

- An invoice will be issued by the Oklahoma Water Resources Board. Payment may be made by credit card, cash, or check.

If, at any point, you need help or have questions, please contact the Well Drillers Section of the Oklahoma Water Resources Board. **(405) 530-8967**