

New Firm and Operator Licensing Application Guide

Firm Account Setup

1. Access the Licensing Portal

- Navigate to <https://okwrp.portalus.thentiacloud.net/webs/portal/#/>
- Select **Licensing** on the home screen to begin the account setup process.



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. Create an Account

- **You must also open your firm's email account to complete these steps.**
- Select "Register for an Account"



Licensing

Email address

Password

Sign In

Or

Forgot your password? [Reset Password](#)

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

A red arrow points from the right side of the form to the "Register for an Account" link.

3. Enter the Firm's Email Address

- This email will be used for all license renewals, applications, notifications, and billing.



Licensing

Enter the Email address that you want to use to sign in.

The board will also send important updates about your license and account to this Email address.

Email address

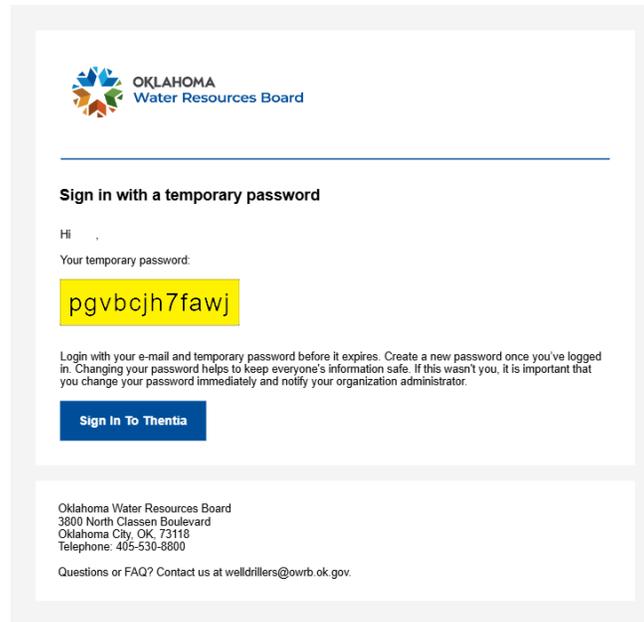
Next

Cancel

4. Enter the Temporary Password

- Check the firm's email account for the temporary password email issued by the portal system. **The email with the temporary password will likely have the title of Confirm your login from Thentia Cloud - Do not reply** noreply@thentiacloud.com

Example of a temporary password email



- Type in the temporary password and click Next.



Licensing

We have just sent you an email with a temporary password. It should arrive within a few minutes.

Enter your temporary password here to verify your email and proceed with setting up your account.

[Next](#)

5. Enter Primary Contact Information

- Type in the information for the firm's point of contact. Remember that this person is not required to be a licensed well driller. The firm point of contact can be a secretary or other office representative that handles your firm's licensing duties.



Licensing

Enter your personal information.

📅

6. Create a Password

- Enter a password that meets all requirements.



Licensing

Create a password for your account

👁️

- ✘ A minimum of 8 characters
- ✘ At least 1 lower case
- ✘ At least 1 upper case
- ✘ At least 1 number
- ✘ At least 1 special character

👁️

- ✘ Passwords must match

7. Setup Secondary Authentication

- Choose the authentication option that best fits your needs.
- This secondary verification will be required each time you log in.



Licensing

Choose the method you want to use for two-stage authentication.

- Enter Security Code (Email)**
Enter a security code that you receive by email each time you sign in.
- Answer Security Questions**
Answer one of your security questions each time you sign in.

Next

- **Security Code-** If selected, a security code will be sent to the firm's email. Type in the security code to complete the reset.



Licensing

To verify your identity, check your email for the security code and enter it here:

Security Code

Didn't receive a code? [Resend Code](#)

Submit

- **Security Questions-** If selected, choose three (3) questions and enter answers for each question to complete the reset.



Licensing

Change the security questions used to verify your identity when you sign in to your account. Make a selection for all three security questions, and enter the corresponding answer for each question you have selected.

Important: Answers are case-sensitive. When you sign in, the system will consider an answer like "example" to **not** be a match if the answer specified here is capitalized as "Example".

Security question 1 ▼

Security question 2 ▼

Security question 3 ▼

Next

Back

8. Start Firm Account Profile

- Click “Add New Firm” to begin entering the information for the firm.



Licensing

Documents For Licensing

Access

My Information

My Account Settings

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
No firms have been added. Click Create New Firm to add a record.		

9. Enter Firm Profile Information

- Enter in all the information required for the firm.
- Ensure the firm's email matches the email used in the account creation.

Firm Information

Enter and save the information below. After entering this information, select the "Apply & Renew DPC" from left navigation menu to submit a Drilling/Pump Contractor application. Then select the "Apply & Renew OC" to from left navigation menu to submit an Operator Certification application. You must submit both applications before the Board will start reviewing.

Firm Information

License Name *

Note: Name to appear on license. Could be name of firm, company, corporation of individual, etc.

Type *

Email *

Phone *

Physical Address

Street Address *

Street Address 2

City *

Country *

State *

Postal Code *

Mailing Address

Is mailing address the same as physical address? *

Yes No

Submit

Firm DPC License Application

1. Start DPC License Application

- Click on “Apply & Renew DPC License”

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 includes the Oklahoma Water Resources Board logo. Below the header, there is a navigation menu on the left with categories: 'Licensing', 'Firm', and 'Finance'. Under 'Licensing', the option 'Apply & Renew DPC License' is highlighted with a red arrow. The main content area is titled 'Firm and Operator Licensing' and contains instructions for new firms and firms with existing licenses, a search bar for firms, and a table listing the 'Brand New Test Firm'.

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

Licensing

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

Firm

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

Finance

- Pay Invoices
- Invoices & Receipts

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 New Application

- Click “Start New Application”

Apply & Renew DPC License

Licenses

License renewals are open from April 1st through June 30th every year. You will only need to renew every odd or even year depending on your license number. A late renewal fee will be applied for any renewals submitted after June 1st. When your license is eligible for renewal, click **Start Renewal** button to submit your renewal.

If you have questions or concerns regarding your license or the renewal process, please contact the Board at 405-530-8800 or weildrillers@owrb.ok.gov.

Firm Name	License Number	License Class	License Status	License End Date	Renewal Status
No licenses are available for renewal.					

Applications

To begin a new application for a DPC license, click **Start New Application**. You can leave an in-progress application at any time, and continue it later by returning to this page.

Application Number	Application Type	License Type	Application Status	Submitted Date	Decision Date
No applications have been started. Click Start New Application to add application.					

Start New Application

3. Select In-State or Out-of-State

- Select whether the firm is In-State or Out-of-State to start the appropriate application.

DPC Application

Application Types

Note: Select the type of application that you want to apply for.

Warning: After you start an application, if you log out, you can resume the same application upon login. Once an application has been submitted, it can no longer be edited.

In-State Drilling/Pump Contractor

To apply via in-state, the applicant must have been a resident of the state of Oklahoma for not less than ninety (90) days (unless the reciprocity provisions for nonresidents apply).

An Operator application verifying two years of experience must accompany the Drilling/Pump Contractor Application.

Select this Application >

Out-of-State Drilling/Pump Contractor

An Operator application verifying two years of experience must accompany the Drilling/Pump Contractor Application.

Select this Application >

4. Application Instructions

- Review licensing requirements and fees.

DPC Application

1 Application Instructions

Step 1 of 7

Important: To avoid mistakes and possible delays with your application, read the application instructions on this page carefully before you proceed.

For a license, the applicant must have a minimum of two years of qualifying experience in each category in which the applicant is applying. The applicant must supply the Board with letters of verification of qualified experience from previous licensed employers in good standing. Verified, qualified education may be substituted for up to one year of the required experience. **An Operator application verifying two years of experience must accompany the Drilling/Pump Contractor Application (additional \$100.00 fee).**

The application must list all Drilling/Pump Operators that are employed by the applicant. ONLY LICENSED CONTRACTORS OR THEIR LISTED OKLAHOMA CERTIFIED OPERATORS MAY PERFORM THE CERTIFIED CATEGORIES.

Each additional operator, excluding the primary, must have one (1) year of qualifying experience in each category in which the operator is applying for certification and supply the Board with a letter of verification of experience from a previously licensed employer in good standing. Education may be substituted for six (6) months of the qualifying experience with a certified copy of an official transcript.

Fees and verification of experience are required prior to testing (fees and letters must be submitted with the application). Applicant must obtain a passing score for each category examination of 70%.

FEE WAIVER DETAILS

TWO-YEAR LICENSE AND CERTIFICATION FEES: Pay via credit card, or check/money order payable to the Oklahoma Water Resources Board must be submitted to complete the application.

- Drilling/Pump Contractor License (includes one category) \$900.00
- Indemnity Fund (includes one category) \$400.00
- Additional Category Fee and Indemnity for License @ \$200.00 ea.

Save & Continue >

5. Review Firm Information

- Verify the firm's information is correct.

6. Enter Point of Contact Information

- Enter the information for the individual who will be the contact for the firm. Remember that this person is not required to be a licensed well driller. The firm's point of contact can be a secretary or other office representative that handles your firm and operator accounts.

DPC Application

3 Point of Contact Step 3 of 7

Note: All information with an asterisk (*) is required.

Provide information for the firm's main point of contact. A firm contact person can be the non-driller who will administer your firm and operator accounts. Please note that this information will also be displayed on the public license lookup.

Full Name *

Position *

Phone *

Email *

[< Previous](#) [Save & Continue >](#)

7. Select License Categories

- Select all license categories which are well or pump services the firm will operate under. The category listed for your firm also means your business has at least one qualified professional employee (operator) that meets Oklahoma requirements for the type of service you indicate.

DPC Application

4 Firm Categories Step 4 of 7

Note: All information with an asterisk (*) is required.

Please select the categories offered by your firm.

Firm Categories *

[< Previous](#) [Save & Continue >](#)

8. Out-of-State License

- Press “+ Add New” and add any Non-Oklahoma Licenses your firm has obtained, if applicable.

DPC Application

5 Other State Licenses
Step 5 of 7

If the firm is licensed in another state, please provide the license details.

License Name	State	License Number	Contact Name
No records have been added. Click + Add New to add a record.			
+ Add New			

< Previous
Save & Continue >

- If the firm is licensed in another state, press the “+ Add New” button and enter all required information for each license.

Other State License Add/Edit

Note: All information with an asterisk (*) is required.

License Name *

State *

License Number *

Contact Person *

< Previous
Save & Continue >

9. Drilling and/or Pump Rig Information

- Press the “+ Add New” button, enter all known information for each rig.

DPC Application

6 Drilling and Pump Rigs Step 6 of 7

Rig Type	Other Rig Type	Rig Rating
No records have been added. Click + Add New to add a record.		
+ Add New		

< Previous Save & Continue >

- Each rig and its rating will need to be entered separately.

Drilling and Pump Rigs Add/Edit

Note: All information with an asterisk (*) is required.

Rig Type *

Rig Rating *

Note: Example of information required: Rig Rating 3,000 ft. , 1000 ft., etc. Provide Maximum Depth

< Previous Save & Continue >

10. Attestation Statement

- Read the attestation statement, certify by checking the boxes, and e-signing the signature field.

DPC Application

7 **Attestation** Step 7 of 7

Note: All information with an asterisk (*) is required.

I certify that the information provided in this application is true and correct to the best of my knowledge and that I will comply with the applicable laws and regulations of the State of Oklahoma.*

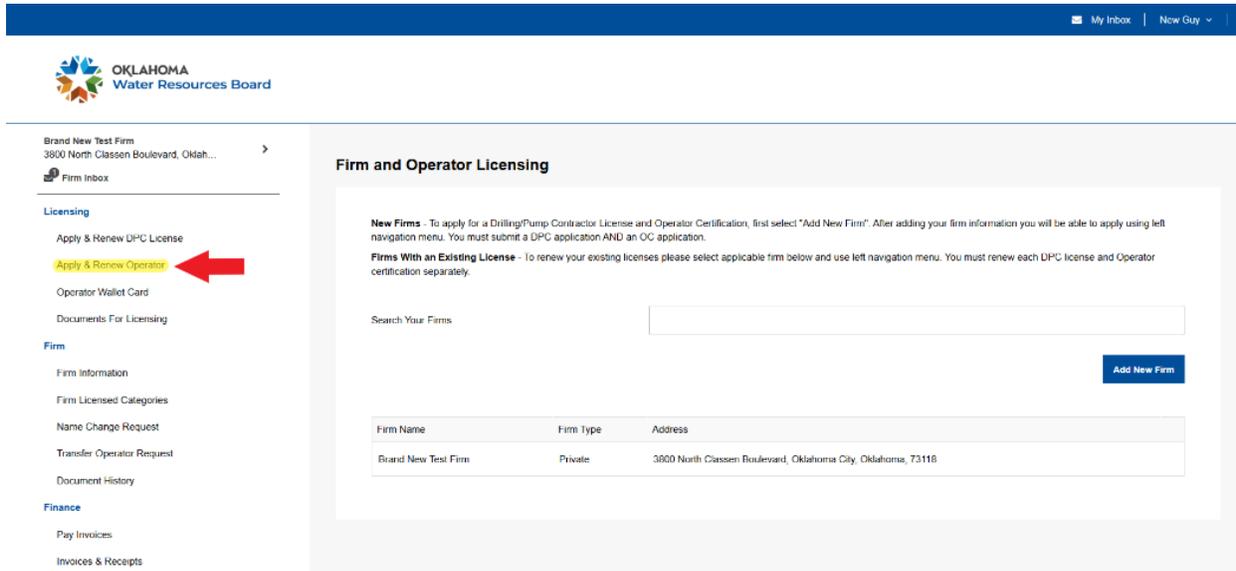
11. Fee Payment

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

Operator Application

1. Start Operator Certificate Application

- Click on “Apply & Renew Operator”



Brand New Test Firm
3800 North Classon Boulevard, Oklah...
Firm inbox

Licensing

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

Firm

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

Finance

- Pay Invoices
- Invoices & Receipts

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 Classon Boulevard, Oklahoma City, Oklahoma, 73118

2. Start New Operator Application

- Click “Start New Application”

Apply & Renew Operator

Operator Certificates

All operators must be renewed when the DPC license is due for renewal. When it's time to renew operator certificates, click **Start Renewal** button to submit the renewal. You must complete the renewal process for every operator in your firm that needs to maintain an active status.

If you have questions or concerns regarding an operator certificate or the renewal process, please contact the Board at 405-530-8800 or welldrillers@owrb.ok.gov.

OP Number	Firm	Operator	Type	Status	Expiration Date	Renewal Dates
No Facilities						
0 result(s)						

Applications

To begin a new application for an Operator Certificate, click **Start New Application**. You can leave an in-progress application at any time, and continue it later by returning to this page.

Application Number	Firm	Operator	Application Type	Status	Submitted Date
No applications have been started. Click Start New Application to add application.					
0 result(s)					

[Start New Application](#)

3. Select In-State or Out-of-State

- Select whether the operator is In-State or Out-of-State to start the appropriate application.
- Application selection depends on the firm's location, not where the operator resides.

Operator Certificate Application

Application Types

Note: Select the type of application that you want to apply for.

Warning: After you start an application, if you log out, you can resume the same application upon login. Once an application has been submitted, it can no longer be edited.

In-State Operator Certification

In-state versus out-of-state is determined by the firm, not operator residency.

An In-State Drilling/Pump Contractor application or active license must accompany this Operator Certification application.

[Select this Application >](#)

Out-of-State Operator Certification

In-state versus out-of-state is determined by the firm, not operator residency.

An Out-of-State Drilling/Pump Contractor application or active license must accompany this Operator Certification application.

[Select this Application >](#)

[< Previous](#)

4. Application Instructions

- Review licensing requirements and fees.

1 Application Instructions	Step 1 of 6
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Important: To avoid mistakes and possible delays with your application, read the application instructions on this page carefully before you proceed.

The applicant must have a minimum of two years of qualifying experience in each category in which the applicant is applying. The applicant must supply the Board with letters of verification of qualified experience from previous licensed employers in good standing. Verified, qualified education may be substituted for up to one year of the required experience. This Operator application verifying two years of experience must accompany the Drilling/Pump Contractor Application.

Each additional operator, excluding the primary, must have one (1) year of qualifying experience in each category in which the operator is applying for certification and supply the Board with a letter of verification of experience from a previously licensed employer in good standing. Education may be substituted for six (6) months of the qualifying experience with a certified copy of an official transcript.

Fees and verification of experience are required prior to testing (fees and letters must be submitted with the application). Applicant must obtain a passing score for each category examination of 70%.

Social security numbers must be submitted for each applicant.

The Citizenship Affidavit form must be completed and properly notarized for each operator.

TWO-YEAR LICENSE AND CERTIFICATION FEES: Pay via credit card, or check/money order payable to the Oklahoma Water Resources Board must be submitted to complete the application.

- Operator Certificate @ \$100.00 ea.
- Testing Fees @ \$50.00 ea.

Required Documents

You will be required to upload the following documents in order to complete and submit the Operator Certification application.

Letter of Verification - A letter of verification and description of the two years of qualifying experience is required for all categories.

Affidavit - A notarized affidavit confirming citizenship status. The document can be downloaded from [Documents For Licensing](#) in the navigation menu.

Optional Documents

The below documents are optional to upload.

Transcript - A certified copy of education transcript is required.

5. Operator Information

- Enter all required information.
- If your firm has several operators, you will need to repeat the following steps for each operator.

Operator Certificate Application

2 Operator Personal Information Step 2 of 6

Note: All information with an asterisk (*) is required.

Operator Personal Information

Full Name *

Social Security Number *

Confirm Social Security Number *

Phone *

Email *

Home Address

Street Address *

City *

Country *

State *

Postal Code *

[< Previous](#) [Save & Continue >](#)

6. Operator Categories

- Add any categories the operator qualifies for.
- Operators may only be licensed in categories the firm offers.

Operator Certificate Application

3 Operator Categories
Step 3 of 6

Firm

Below are the services offered by your firm. **An operator can only be licensed for categories that the firm offers.**

Firm	Service
Brand New Test Firm	Groundwater
Brand New Test Firm	Geothermal

Operator

Add one or more categories for the operator. Two years of qualifying experience is required for all categories and supporting documentation will be collected in next step of application process.

Category	Years of Experience
No records have been added. Click + Add New to add a record.	

+ Add New

- Press the “+ Add New” button and add each category the operator has at least two (2) years experience in and offered by your firm.
- Add each category separately.
- Supporting documentation is required to prove experience for each category.

Operator Categories Add/Edit

Note: All information with an asterisk (*) is required.

Category *

Years of Experience *

Note: Two years of qualifying experience is required for all categories. Supporting documentation will be collected in next step of application process.

< Previous
Save & Continue >

7. Out-of-State License

- Press “+ Add New” and add any Non-Oklahoma Licenses, if applicable.

Operator Certificate Application

4 Other State Licenses
Step 4 of 6

If the operator is licensed in another state, please provide the license details.

License Name	State	License Number	Contact Name
No records have been added. Click + Add New to add a record.			

+ Add New

< Previous
Save & Continue >

- If the operator is licensed in another state, press the “+ Add New” button and enter all required information for each license.

Other State License Add/Edit

Note: All information with an asterisk (*) is required.

License Name *

State *

License Number *

Contact Person *

< Previous
Save & Continue >

8. Document History

- Upload all supporting documentation.
- To download the Citizenship Affidavit, right-click the “Documents for Licensing” link and open it in a new tab.

Operator Certificate Application

5 Document History Step 5 of 6

Note: For each of the required documents listed below, click Choose Files to upload a digital copy of the document from your device. The selected file must be a high-quality image file in a commonly used format (JPG, PNG, GIF), or a PDF file.

Letter of Verification*

Upload a letter of verification and description of the two years of qualifying experience for all categories. Choose Files

Transcript

Upload a certified copy of education transcript. Choose Files

Affidavit*

Upload notarized affidavit confirming citizenship status. The document can be downloaded from [Documents For Licensing](#) in the navigation menu. Choose Files

< Previous Save & Continue >

9. Attestation Statement

- Read the attestation statement, certify by checking the boxes, and e-signing the signature field.

Operator Certificate Application

6 Attestations Step 6 of 6

Note: All information with an asterisk (*) is required.

I certify that the information provided in this application is true and correct to the best of my knowledge and that I will comply with the applicable laws and regulations of the State of Oklahoma. *

Clear E-Signature

< Previous Submit >

10. Fee Payment

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

11. Other Operator's Renewal

- Repeat steps 4 – 10 for every operator licensed with the firm.

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**