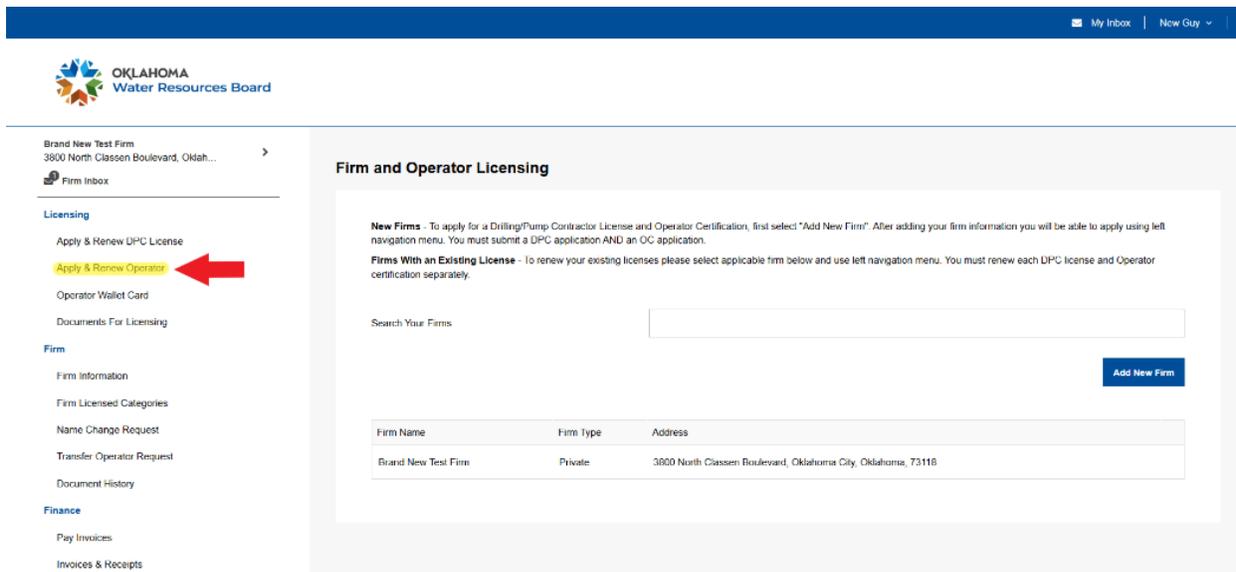


New Operator Application Guide

Operator Application

1. Start Operator Certificate Application

- Click on “Apply & Renew Operator”



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

OKLAHOMA
Water Resources Board

My Inbox | Now 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 Classon Boulevard, Oklahoma City, Oklahoma, 73118

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

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.

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. *

10. 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**