

Well Driller Licensing

FACT SHEET



To ensure the integrity of water well construction, therefore preventing potential pollution of state groundwaters, the Oklahoma Water Resources Board supervises a program requiring licensing for **water well pump installation and the drilling and plugging of water supply, geothermal, observation, and monitoring wells.**

This source protection program, guided by comprehensive standards developed in cooperation with the Well Drillers and Pump Installers Advisory Council consisting of 8 members each having 5 years of field experience, has licensed 420 drillers and pump contractors and 655 operators.

Licensed drillers are required to submit a well log on-line (http://www.owrb.ok.gov/supply/wd/wd_forms.php) or by mail within sixty days following the completion of a new well or plugging or reconditioning of an existing well.



Applying for a License

All persons in Oklahoma who are engaged in the activities listed above are required to apply and obtain a license from the Board. Each licensed firm is required to have at least one operator who may also be the licensee.

1. Applications must be typewritten or printed in ink on official Oklahoma Water Resources Board forms.
2. Applicants must have at least two years of qualifying experience in the category applied for and must supply the Board with two (2) letters of verification for that experience from previous employers (one letter may be from a supplier). Education may be substituted for up to one year of the required experience. An Operator Application verifying two years of experience must accompany the Driller/Pump Installer Application.
3. 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).
4. Applicant must list all employed operators.
5. For additional operator's certification, all applicants must have one (1) year of qualifying experience in each category applied for and supply the Board with a letter of verification of that experience. Education may be substituted for six (6) months of the qualifying experience.
6. Fees and letters of verification must be submitted with the application prior to testing. Applicant must obtain a passing test score of 70% for each category.
7. Application requires the applicant's Social Security number.
8. Applicant must submit an affidavit of citizenship.

Two-Year License and Certification Fees

Check or money order payable to the Oklahoma Water Resources Board must be submitted with the application as follows:

Drilling/Pump Contractor License (includes one category)	\$300
Out of State Drilling/Pump Contractor License (includes one category)	\$500
Indemnity Fund (includes one category)	\$200
Additional category fee for License	\$40 ea.
Additional category fee for Operator	\$30 ea.
Additional category indemnity fund fee	\$75 ea.

Applying for an Operator Certificate

To engage in activities that require certification, operators also need a valid license or be certified as an operator for a person having a valid license. An operator's certification by itself does not constitute proper authority to engage in activities for which licensing is required.

1. Application must be typewritten or printed in ink on official Oklahoma Water Resources Board forms.
2. Applicant must have at least one year of qualifying experience in the category applied for and must supply the Board with a letter of verification of that experience from previous employers. Education may be substituted for up to six months of the required experience. The letter of verification must be submitted with the application prior to testing.
3. 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).
4. Application must list the Well Driller/Pump Installer firm where currently employed.
5. Application requires the applicant's Social Security number.
6. Applicant must submit an affidavit of citizenship.

Operator Certification and Other Fees

Check or money order payable to the Oklahoma Water Resources Board must be submitted with the application as follows:

Additional Operator Certificate (includes one category)	\$60 ea
Additional category fee for Operator's Certificate	\$30 ea.
Testing fees	\$50 ea.
Firm Name Change	\$50
Transfer Fee	\$30 ea.
Additional category indemnity fund fee	\$50

Expiration of Licenses and Certificates

All licenses and operator certifications issued by the Board shall expire on June 30 of the first or second year following issuance of the license or operators certification. New licenses or operator certifications shall be issued for a one or two year period, so that all odd license numbers and associated operators certifications shall expire in odd numbered years and all even numbered licenses and associated operator certifications shall expire in even numbered years.

Renewal of Licenses and Certificates

All licenses and certifications may be renewed for a period of two years, subject to the rules in Chapter 35 of OWRB Rules. On or before May 31 of the year the license or certification is to be renewed. Each licensee and certified operator shall submit the following:

1. Application must be typewritten or printed in ink on official Oklahoma Water Resources Board forms.
2. A completed application for renewal on forms furnished by the Board with the affidavit executed by the listed contact person for the licensee.
3. The license or operator certification renewal fee, provided that renewal fees shall not be due for licenses and certifications issued after January 1 of the year in which the first renewal is due.
4. The indemnity fund fee for those activities for which the license or operator certification is valid.
5. The late fee if the application is submitted after May 31.

Grace Period

Any licensee or operator who allows his or her license or certification to lapse will be given until June 30 of the year in which they are scheduled to renew their license or operator certification in which to renew his or her license or certification without an examination provided however, a late fee shall be due after May 31. After the grace period, the application will be treated as a new application. Provided however, any licensee or operator fulfilling a military obligation shall be granted an indefinite grace period as determined by the Board.

Online Resources

Well Log Filing Program

To obtain a personal identification number (PIN), first time users must register with the OWRB by completing and returning the OWRB's E-file Policy and Disclaimer Form.

Water Well Record Search Program

Well log data can now be available to the public through the Water Well Record Search Program. Individual well records can be accessed by legal description, county, or Well ID number.

Rules

The unofficial July 1, 2011 OWRB rules and regulations for well driller and pump installer licensing is available at www.owrb.ok.gov/rules. For a copy of the official rules, please contact:

Secretary of State Office of Administrative Rules
2401 N. Lincoln Blvd., Room 220, Will Rogers Building
P.O. Box 53390
Oklahoma City, Oklahoma, 73152-3390
Phone: (405) 521-4911



www.owrb.ok.gov/welldrilling