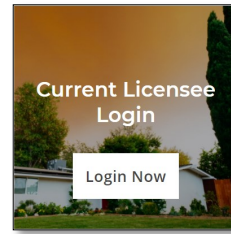




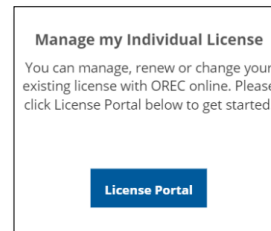
**STEP ONE**

Go to [www.orec.ok.gov](http://www.orec.ok.gov) and click **Login Now**



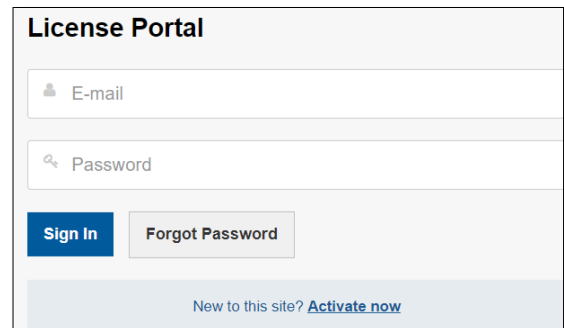
**STEP TWO**

Select the **License Portal**



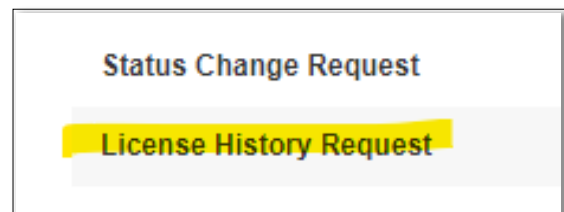
**STEP THREE**

Login to the **License Portal**



**STEP FOUR**

Select **License History Request**



## STEP FIVE

Fill in required document information

### Document Information

Requested Document \*

Document Format \*  Digital  Hard Copy

What specific information do you require in the letter? \*

## STEP SIX

Fill in required recipient information

### Recipient Information

Organization Name \*

Mailing Address Line 1 \*

Mailing Address Line 2

City \*

Country \*

State / Province \*

ZIP / Postal Code \*

Telephone \*

## STEP SEVEN

Submit payment and click  
**Complete Request**

Your document request will be processed within five business days and be sent to the requested recipient

### Cardholder Information

Enter the required information below. Your fees will be processed immediately and securely online.

Amount Due

Cardholder Name \*

Credit Card Number \*

Expiration Date \*

Security Code (3 digits on back of card) \*

[Complete Request](#)