

# Well Driller Licensing

## OWRB FACT SHEET

To ensure the integrity of water well construction and thereby prevent groundwater pollution, a license from the OWRB must be obtained to install water well pumps and/or to drill or plug commercial, test, observation, monitoring, geotechnical, heat exchange, and geothermal water wells.

Each license issued by the OWRB includes certification of one operator. Additional operators must obtain certification from the OWRB to drill or plug wells under a firm's license. Out of state applicants must be licensed in their state of residency in order to qualify for a license in Oklahoma.

### Applying for a License

An individual or firm can apply for a license by accessing the licensing portal from the OWRB website and applying through the licensing portal.

Applicants must submit the required application fee, a Social Security number, a scanned in copy of an affidavit of citizenship, and two scanned in letters from previous employers verifying that the applicant has had at least two years of qualifying experience in the category applied for. Education may be substituted for up to one year of the required experience.

A list of required fees, continuing education information, the OWRB's online well log filing application, and a link to the OWRB's official rules governing well drilling and pump installation in Oklahoma are available on the OWRB's website.

Once these materials have been submitted and approved, the applicant for a license must take a test provided by the OWRB and receive a passing score of 70% for each category.

Firms applying for a license must list all employed operators, and each operator must have an operator certificate.

### Applying for an Operator Certificate

An individual wishing to work as an operator for a licensed firm will need to have the firm apply for certification by submitting an application that has been processed through the licensing portal.

Applicants for an operator certificate must also submit the required application fee, a Social Security number, a scanned in copy of affidavit of citizenship, and a scanned in letter from a previous employer verifying that the applicant has had at least one year of qualifying experience in the category applied for. Education may be substituted for up to six months of the required experience.

Once these materials have been submitted and approved, the applicant must take a test provided by the OWRB and receive a passing score of 70% for each category.

### Expiration of Licenses and Certificates

New licenses are issued for a one- or two-year period so that all odd license numbers and associated operator certifications expire on June 30 in odd numbered years, and all even numbered licenses and associated operator certifications expire on June 30 in even numbered years.

### Renewal of Licenses and Certificates

All licenses and certifications may be renewed for a period of two years. Renewal season is in the spring of their renewal year and must be reapplied on the licensing portal on or before May 31 of that year. Payment of the license renewal and indemnity fees, including the late fee if the application is submitted during the grace period, must be paid after receiving the invoice. An invoice will be sent to the firm's portal. The renewal application will require certificates or proof of training for eight units of continuing education for each operator.

### Grace Period

Licensees who have not renewed their licenses by May 31 of their renewal year will be given 30 days to renew. A late fee will be due for renewal applications submitted between May 31 and June 30. After the grace period ends, licenses will be canceled and applications for renewal will be treated as new applications. Applicants will then need to retake the certification exam. Any licensee or operator fulfilling a military obligation can be granted an indefinite grace period by the OWRB.

### Well Log Filing

Licensees are required to submit well completion reports (also known as well logs) within 60 days following the completion of a new well or plugging or reconditioning of an existing well. These reports can be filed online or by mail. For online submission, a personal identification number (PIN) is required. To receive a PIN, complete and return the OWRB's E-file Policy and Disclaimer Form.

### Intent-to-Drill

New rules passed in 2022 state that wells cannot be drilled for non-domestic purposes unless the driller has verified that the owner has a water permit from the OWRB authorizing use of the water. To meet this requirement, an Intent-to-Drill Application must be submitted by the driller and approved by the OWRB prior to drilling.



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