



**STATE OF NEW HAMPSHIRE**  
**APPLICATION FOR LICENSURE**  
**AS A COURT REPORTER**  
**\$300.00 Application Fee**

The application must be legible filled out completely and typewritten  
Check Payable to "Treasurer, State of NH" or  
complete the enclosed credit card form (**Non-Refundable Fee**)

**1. General Information**

Name \_\_\_\_\_

Last

First

Middle

Names Previously Used (if applicable) \_\_\_\_\_ SS# \_\_\_\_\_

Residence Address \_\_\_\_\_  
zip code \_\_\_\_\_

Business Name & Position \_\_\_\_\_

Business Address \_\_\_\_\_  
Indicate mailing address by check box \_\_\_\_\_ zip code \_\_\_\_\_

Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Email: \_\_\_\_\_

Place of Birth \_\_\_\_\_ Date of Birth \_\_\_\_\_

**2. Registration/Licensure Information**

Total number of hour of written examination/s (indicate "none" if no written exam was taken): \_\_\_\_\_

Date of Certification from the National Court Reporters Association: \_\_\_\_\_

Date of Certification from the National Verbatim Reporters Association: \_\_\_\_\_

Licensed by Examination? \_\_\_\_\_ If not how? \_\_\_\_\_

Location of exam \_\_\_\_\_ Date \_\_\_\_\_ Grade Awarded \_\_\_\_\_

State in which first registered or licensed as a Court Reporter? \_\_\_\_\_

Date of Licensure \_\_\_\_\_ License Number \_\_\_\_\_ Is License now in force? \_\_\_\_\_

If not in force, indicate why \_\_\_\_\_

Have you **ever** applied for a Court Reporter's license in **New Hampshire**? \_\_\_\_\_ Status \_\_\_\_\_

Are you applying for facilitated licensure as a military spouse? \_\_\_\_\_

**Professional Licenses:** List all states where you hold or have held registration/certification/licensure as a court reporter. Use a separate sheet if necessary.

License #	State	Year Licensed	Written Examination	Reciprocity or Grandfather	Active or Lapsed

### 3. General Information Questions

**CHECK ONE:**

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| 1. Have you ever been convicted of any felony or any misdemeanor, or a violation? If so, name the court, the details of the offense and the date of conviction and the sentence imposed.                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you ever lost or been denied registration/licensure as a court reporter or been disciplined by another licensing/registration board in any other state and if so, an explanation of the circumstances? | <input type="checkbox"/> | <input type="checkbox"/> |

**If the answer is yes to any of the above questions, submit a written explanation with your application**

**INCLUDE THE FOLLOWING DOCUMENTATION WITH YOUR APPLICATION:**

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| 1. High School Diploma or the equivalent.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Valid certificate from the National Court Reporters Association or the National Verbatim Reporters Association | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Surety Bond for the penal sum of \$1,000.00  | <input type="checkbox"/> | <input type="checkbox"/> |

### 4. Education

1. Include a copy of your High School Diploma or Equivalent.

INSTITUTION AND LOCATION	FROM	TO	HIGH SCHOOL DIPLOMA OR EQUIVALENT DATE AWARDED
<b>High School</b>			
1.			
<b>High School Diploma Equivalency</b>			
1.			

## 5. Practical Experience

This information described below is a summary of your experience, and should start with your first employer.

Date of employment Indicate month & year  Total time employed	1. Name & Address of Employer - Title of Position 2. Location and Character of Each Position 3. Degree of Responsibility	Name and present address of someone familiar with each position, preferably person to whom applicant reported or with whom he/she was associated.

## 6. References of Character and Qualifications

Applicant will give the name and address of not fewer than three reputable citizens, unrelated to the applicant, having personal or professional knowledge of the applicant's experience. No member of the board will be accepted as reference. Name of persons listed under item 5, "Experience," may also be used as references.

Name	Address including zip code	Occupation	Business Relationship to Applicant

## 7. Affidavits

I have read the contents hereof and clearly understand that the correctness and truth of my statements as recorded in this application are material, not only to the issuance of the certificate of licensure, as applied for, but also to the retention of said certificate, if issued.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

ADDRESS ALL COMMUNICATIONS TO:

NH OPLC – TECHNICAL DIVISION  
121 SOUTH FRUIT STREET, SUITE 201  
CONCORD, N.H. 03301

*Find us on the on-line at [www.nh.gov/court-reporters/index.htm](http://www.nh.gov/court-reporters/index.htm)*

rev. 10/12/16



## APPLICATION INSTRUCTIONS AND CHECKLIST FOR COURT REPORTERS

**General** – Provide all the information requested on the application form. **Do Not** substitute a resume or other synopsis of your experience and/or education for any part of the application form. If additional space is needed, please photocopy that portion.

**References** – Make a sufficient number of copies of our **Reference Form** to send one to each of your references. Keep a blank one for your future use, in the event a reference does not respond. In addition to the reference form, you should send each of your references a **stamped** envelope on which you have placed the Board address label. Reference forms received from applicants are **not** acceptable, forms must come directly from the reference.

**High School Diploma** – Include a copy of your High School diploma or the equivalent.

**Verifications** – Include a copy of a valid certificate from the National Court Reporters Association or the National Verbatim Reporters Association.

**Surety Bond** – for the penal sum of \$1,000.00

**Notice to all applicants-** Be sure you submit your application to the Board before you send out your reference forms. We must receive your application **prior** to receiving forms from your references. If we receive responses from your references and do not have your application on file, they may be misplaced, causing a delay in the processing of your application.

**RETURN THIS CHECKLIST WITH YOUR APPLICATION**

**APPLICATION CHECKLIST**

\_\_\_\_\_  
Candidate Name

Before you mail your application to the Board, please check the following items carefully. Your attention to these details will make it possible for the Board Staff to process your application without delay.

Have you:

- Marked the box on the application form indicating which address you want us to use?
- Included the correct fee with the check made payable to **Treasurer, State of NH** or completed the enclosed credit card sheet?
- Included your High School Diploma or equivalent?
- Completed the "References" portion of the application, sent reference forms and Board addressed and stamped envelopes to each of your references, and kept a blank copy of the form for yourself?
- Filled in the experience portion of the application?
- Signed and dated the application?
- Included a valid certificate from the National Court Reporters Association or the National Verbatim Reporters Association?
- Included a Surety Bond for the penal sum of \$1,000.00?
- Included this checklist with your application?

OPLC - TECHNICAL DIVISION  
121 S FRUIT STREET, SUITE 201  
CONCORD NH 03301

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**Note: This page may be printed or copied on a 3 by 10 label sheet to create mailing labels for use with reference letter envelopes, etc. This setup is for Avery label 5960.**

NEW HAMPSHIRE BOARD OF COURT REPORTERS  
121 SOUTH FRUIT STREET, SUITE 201  
CONCORD, NH 03301

Dear Sir/Madam:

An individual has applied to this Board for Licensure as a Court Reporter in the State of New Hampshire and has given your name either as a reference or has stated that he/she has worked for or with you. We will, therefore, appreciate your sending us information requested on the reverse hereof, and assure you that such information as you give will be treated in the strictest confidence.

**Any person signing this statement will be expected to know the following:**

This Board is required by law to obtain evidence of good character and qualifications of applicants for licensure as a Court Reporter. Statements by responsible persons with actual knowledge of the applicant's character and qualifications, if made on this form, will be filed by the Board for consideration as evidence in such connection.

The Board desires to emphasize that evidence submitted on these forms should not be perfunctory, nor made for the mere purpose of aiding the applicant to be licensed.

Since the board cannot review the application until replies are obtained from these references a prompt reply will expedite our handling of the applicant's request for licensure. **Please make certain that you enter the applicant's name on the reference form.**

Sincerely,



Linda Balich  
License Clerk

Re: Application of \_\_\_\_\_

(NAME IS REQUIRED)

**THIS IS CONFIDENTIAL INFORMATION - FOR USE OF BOARD MEMBERS ONLY**

1. What is your full name \_\_\_\_\_  
(to be typewritten or printed)
2. What is your address \_\_\_\_\_  
(street and number) (city or town)
3. What is your present business or profession? \_\_\_\_\_
4. Are you a licensed Court Reporter? \_\_\_\_\_ In what State? \_\_\_\_\_ License # \_\_\_\_\_
5. How long have you known the applicant? From \_\_\_\_\_ To \_\_\_\_\_
6. Are you in any way related to the applicant? \_\_\_\_\_
7. What has been your business connection with the applicant? \_\_\_\_\_  
\_\_\_\_\_
8. Do you know anything reflecting adversely on the integrity or general good character of the applicant?  
\_\_\_\_\_
9. Would you employ the applicant in a position of trust? \_\_\_\_\_
10. If the applicant is connected with a firm, please provide its name and address.  
\_\_\_\_\_
11. Position he/she fills? \_\_\_\_\_
12. If the applicant is in individual practice, please indicate the nature of such practice \_\_\_\_\_
13. Do you recommend the applicant for licensure as a Court Reporter? \_\_\_\_\_
14. Remarks concerning the applicant \_\_\_\_\_  
\_\_\_\_\_

I make the above statements with full knowledge that the person referred to is making application for licensure to the State of New Hampshire as a Court Reporter.

Date \_\_\_\_\_

Written Signature \_\_\_\_\_

**Credit Card Sheets are not accepted via e-mail**

**CREDIT CARD FORM**

**You may pay your application fee with a credit card by filling out this form. Please make sure that all information is correct and up to date. This page will be destroyed after the transaction has taken place.**

Amount Due: \_\_\_\_\_

Card Type: (please circle one) Visa    Mastercard    **(required)**

Card Number: \_\_\_\_\_ **(required)**

Expiration Date: Month: \_\_\_\_\_ Year \_\_\_\_\_ **(required)**

**Billing Name and Address (your billing address must match the address associated with the credit card you are using.)**

Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

**CONFIDENTIAL**