

OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
STATE OF NEW HAMPSHIRE
7 Eagle Square - Concord, N.H. 03301
Telephone 603-271-1452

UNIVERSAL APPLICATION FOR INITIAL LICENSE
tailored for Court Reporter License

APPLICANT INFORMATION

Full Legal Name: _____
Suffix, such as "Jr." or "III", if any

Other name(s) in which applicant holds or has held a professional license: _____

Date of birth (MM/DD/YYYY): _____ Gender assigned at birth*: Female Male
** To be used solely for purpose of workforce data analysis by
New Hampshire Employment Security*

Social Security Number*: _____
**The OPLC is required by 42 U.S.C. 666(a)(13) and RSA 161-B:11, VI-a to ask for your social security number. The
number will be held confidential by the OPLC and used only for enforcement of the laws governing child support.*

Home Physical Address: _____
Street name & number, Apt. # if any Municipality County State Zip Code Country if not US

Home Mailing Address: Check if same as physical address
IF DIFFERENT: _____
Street name & number or PO Box number Town/City State Zip Code Country if not US

Home/Personal Telephone Number: () - _____

Designated email address*: _____
** Email address to which notices, license will be sent*

If known, anticipated place of business name: _____
Address: _____
Street name & number Municipality State Zip Code Country if not US
Telephone number: () - _____

Applicant's primary language: English Other (specify): _____ Other Languages: _____

Applicant is (check if applicable): Applying for facilitated licensure
 Currently on active military duty*
 Legally married to an individual who is currently on active military duty*
** "On active military duty" means on active duty in the U.S. armed forces.*

Does applicant intend to practice in New Hampshire more than 50% of the time, whether in-person or by telehealth?
 Yes No

Information on Credentials:

Credential received from: NCRA NVRA
Date of Initial Certification (MM/DD/YYYY): _____
Date of Most Recent Certification (MM/DD/YYYY): _____

Information on Relevant Education:

Applicant (check one): Graduated from high school Obtained high school equivalency

Secondary education:

Name of Educational Institution: _____
Address of Educational Institution: _____
Years attended: from (MM/YYYY): _____ to (MM/YYYY): _____
Degree Earned (if any): _____ Year Degree Awarded: _____

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Information on Current or Past Court Reporter Licenses* Held in Other Jurisdictions:

Jurisdiction	License Number	Date initially licensed	Date most recently licensed	Status (in good standing, expired, suspended, revoked, denied renewal)

** Includes licenses, certificates, registrations, or other form of approval required to practice*

If applying based on reciprocity, identify which of the above jurisdictions you believe has requirements for licensure that are equivalent to or greater than those in New Hampshire: _____

Information on Experience:

Provide the following for each position held within the last 10 years that required the skills identified in RSA 310-A:167:

Dates of Employment (MM/YYYY to MM/YYY)	Title	Employer Name, Current Address	Types of work performed; Degree of Responsibility	Name and address of individual familiar with applicant's work

Background/Character Questions ("you" means the applicant):

Questions:	Yes	No
Are you now or do you have any reason to believe that you will soon be the subject of a disciplinary proceeding, settlement agreement, or consent decree undertaken or issued by a professional licensing board of any jurisdiction?		
Has any malpractice claim been made against you within the past 10 years?		
Have you, for disciplinary reasons, been put on administrative leave, been fired for cause other than staff reductions from a position at your place of employment, or had any privileges limited, suspended, or revoked in any professional setting within the past 10 years?		
Have you been denied the privilege of taking an examination required for any professional licensure within the past 10 years?		
Have you committed any act(s) within the past 10 years that would violate the laws or rules that govern the profession for which the application is being filed?		
Have you ever been found guilty or entered a plea of no contest to any felony that is related to professional practice?		
Have you been found guilty of or entered a plea of no contest to, within the past 10 years, any felony that is not related to professional practice, or any misdemeanor?		
Have you ever been the subject of any disciplinary action by any professional licensing authority within the past 10 years?		
Have you, within the past 10 years, been denied a license or other authorization to practice in any jurisdiction?		
Have you, within the past 10 years, surrendered a license or other authorization to practice issued by any jurisdiction in order to avoid or settle disciplinary charges?		

Disclosure of Contact Information (OPLC will not disclose this information unless authorized by you, unless ordered to do so by a court of competent jurisdiction):

Do you consent to the disclosure of any of your personal contact information? Check applicable column for each item:

Information	Yes, I consent to disclosure	No, do not disclose
Home or other personal telephone number		
Designated email address		
Home address		
Home mailing address (if different from home address)		

REQUIRED DOCUMENTATION

Each applicant must provide the following with this application:

- Copy of High School Diploma or Equivalency Certificate
- Proof of being at least 18 years of age (copy of government ID or driver's license or birth certificate)
- Proof of U.S. citizenship (birth certificate or naturalization papers) or, If not a U.S. citizen, proof of legal status in the U.S. including ability to work in the U.S.
- Documentation of current certification as an RPR or CVR
- If applicable, an explanation of any "yes" answer to the background/character questions that includes a clear explanation of the circumstances and any disciplinary or non-disciplinary action(s) that resulted

Each applicant on active military duty must provide proof of service status in the form of verification from the Defense Finance and Accounting Service at <https://www.dfas.mil/garnishment/verifyservice/>.

Each applicant for facilitated licensure as a military spouse must provide:

- (1) Proof of the spouse's service status as stated above, and
- (2) Proof of marriage in the form of either:
 - a. A copy of the front and back of the applicant's current military spouse identification card; or
 - b. A copy of the applicant's official marriage certificate, and, if the certificate is not in English, an English translation of the certificate that is certified by the translator as being an accurate translation;

Fee

Application Processing Fee \$155, **EXCEPT** no fee is required for facilitated licensure for active military or military spouses

If fee is paid by check or money order, the check or money order should be made payable to "Treasurer, State of New Hampshire." If your application is denied, the Application Processing Fee will not be refunded.

Signature and Attestation

By signing below, I attest that:

- I am not under investigation by any professional licensing board and my credentials have not been suspended or revoked by any professional licensing board, or I have attached an explanation of each such occurrence;
- The information and documentation provided are true, complete, and not misleading to the best of my knowledge and belief;
- I understand that providing false or misleading information constitutes grounds for denial, suspension, or revocation of a license; and
- I understand that knowingly providing false material information constitutes a misdemeanor under RSA 641:3 relative to falsification in official matters.

Applicant's Signature: _____

Date Signed: _____