



In the panel above, please select the Create an account for a person. The top arrow is showing the website which is www.nh.gov/licensing



Here they need to select 'Register a Person' on the top left.

This screen below is what they will see next.

Person Search Results

Menu
Login Page

Step 1: Search for Existing Person Record

Read all instructions before beginning the registration process. Click here for [detailed instructions](#).

If you are creating an account for a business click [here](#) to go to the business license page.

You must complete this search process even if you do not have an existing license in New Hampshire.

If you have a current New Hampshire license or have held a license in the past in New Hampshire :

Enter your last name, license number and registration code in the fields below. Enter the license number as it is printed on your renewal notice. You can verify your license number here: <https://nhlicenses.nh.gov/verification/>
Enter the registration code printed on your renewal notice. Click the search button to retrieve your current person record.

If you have never held a license, certification, registration or permit in New Hampshire:

Enter your last name. Enter a zero in the License number field and a zero in the registration code field.

Click the Search button to continue.

Last Name:

License Number:

Registration Code:

Enter last name, enter 0 and then another 0 and select search.



- Menu**
- Login Page

Initial Registration

If you have a license in New Hampshire you should not be on this page. Click [here](#) to search for your record.

If you do not have a license in New Hampshire and you are applying for a NEW license then fill in the form below and click Register to create an account.

All fields with an asterisk "*" are REQUIRED fields.

Name

Name Prefix:	<input type="text"/>	Birth Date:	<input type="text"/>
	ex. Mr. Mrs. Dr.		MM/DD/YYYY
*First Name	<input type="text"/>		
Middle Name:	<input type="text"/>	Gender:	<input type="text" value="Please select a Gender"/>
*Last Name	<input type="text"/>		
Name Suffix:	<input type="text"/>		
	ex. Sr. Jr. III		

Address

Country:	<input type="text" value="United States"/>	Phone:	<input type="text"/>
			ex. 3015551212
*Line 1	<input type="text"/>	Fax:	<input type="text"/>



Complete this whole page all the way to the bottom and then select Register.



Menu
New Application
Reinstate License
Renew
Demographics Update
License Address Change
Upload Documents
Payment History
Logout

Licensing Home Page

All licenses or permits/certifications/registrations currently held or being applied for are listed below.

To **apply** for a **NEW** license click the **New Application** menu item.

To apply for an EMERGENCY LICENSE under Governor's Order #15 -- choose NEW APPLICATION

To **REINSTATE**, click the **Reinstate License** menu item on the left. *Only available for Pharmacy Technicians and Interns at this time.

To **RENEW**, click the **Renew** menu item on the left.

To **UPLOAD DOCUMENTS** outside of any application process, click the **Upload Documents** menu item on the left. This option is not available for all license types.

PHARMACY TECHNICIANS To upgrade from Registered to Certified, start a New Application

If you started a **New** application and are returning to complete it, click the Continue link in the green bar above the license information below.

Name

Name:	Jelly Ann Spinoodle	Address:	po box 111 concord, NH 03301
-------	---------------------	----------	---------------------------------

Licenses/Permits/Registrations

No license

Follow the instructions in red above.

Here the applicant will follow the same select as selected below in the dropdowns.

The screenshot shows a web browser window with the URL <https://sit.forms.nh.gov/license/SelectLicense.aspx>. The page features a green header with the New Hampshire state seal and the text "NEW HAMPSHIRE Online Licensing". On the left, a "Menu" sidebar contains "Licensing Home Page" and "Logout". The main content area is titled "Application for NEW Licensure" and includes the following instructions:

- This page is to APPLY FOR A NEW LICENSE.** If you want to RENEW a license go back to the Home page and choose RENEW
- Select the Profession, License Type and Obtained By Method for which you are applying.
- Make sure you choose the CORRECT OBTAINED BY METHOD.**
- PHARMACY TECHNICIANS upgrading from Registered to Certified - choose Upgrade from Registered in the Obtained by Method dropdown
- All NH Lottery (charitable gaming) licenses – MUST USE THIS PAGE!
- EMERGENCY LICENSE -- choose Profession: OPLC

Below the instructions is a "License Type Selection" section with three dropdown menus:

- Profession: OPLC
- License Type: Emergency License
- Obtained By Method: Application

A "Start Application" button is located at the bottom of this section. The Windows taskbar at the bottom shows the time as 11:14 AM on 4/17/2020.

The screenshot shows a web browser window with the URL <https://sit.forms.nh.gov/license/ProcessStart.aspx?process=APP>. The page features a green header with the New Hampshire state seal and the text "NEW HAMPSHIRE Online Licensing". On the left, a "Menu" sidebar contains several options with checkboxes:

- DEMOGRAPHICS*
- ALIAS
- LICENSE ADDRESS*
- LICENSE UPDATE
- QUESTIONS*
- ATTACH DOCUMENTS*
- FINISH
- Licensing Home Page
- Logout

The main content area is titled "Apply for an Emergency License" and includes the following instruction:

- To begin the Emergency License application process, please click on the Start button.

A "Start" button is located below the instruction. The Windows taskbar at the bottom shows the time as 11:16 AM on 4/17/2020.

https://sit.forms.nh.gov/license/DemographicsUpdate.aspx? Update Demographics



Menu

- Demographics
- ALIAS
- LICENSE ADDRESS*
- LICENSE UPDATE
- QUESTIONS*
- ATTACH DOCUMENTS*
- FINISH
- Licensing Home Page
- Logout

Demographics Information

Complete all required fields with an asterisk, select submit when done.

*Prefix (Mr./Mrs./Dr.): Ms

Licensee: Jelly Ann Spinoodle

*SSN (No Dashes): ●●●●●●●●

*Date of Birth (mm/dd/yyyy): 11/22/1999

11:17 AM 4/17/2020

https://sit.forms.nh.gov/license/LicenseAddressEdit.aspx? Edit License Address



Menu

- DEMOGRAPHICS*
- ALIAS
- License Address
- LICENSE UPDATE
- QUESTIONS*
- ATTACH DOCUMENTS*
- FINISH
- Licensing Home Page
- Logout

Home Address

Complete all required fields. Required fields are denoted by an asterisk (*). When finished, select **Submit**

*Home Address: po box 890

*City: concord

*State: NH

*Zipcode: 03301

*Country: United States

*Phone (numbers only): 6035625268

*Email: traci.e.weber@oplc.nh.gov

11:22 AM 4/17/2020

Update License

https://sit.forms.nh.gov/license/LicenseUpdate.aspx?UpdateChecklist=True&



Menu

- DEMOGRAPHICS*
- ALIAS
- LICENSE ADDRESS*
- License Update
- QUESTIONS*
- ATTACH DOCUMENTS*
- FINISH
- Licensing Home Page
- Logout

License Information

Provide the information requested below for each professional certification, license or registration that is active. You will be asked to upload proof on the **Attach Documents** page. Press the **Add** button to save the changes and the **Submit** button to move to the next stage.

OPLC Emergency Verification

Active License or Certification	State	Discipline Action	Delete
Embalmer Funeral Director	vt	No	<input type="checkbox"/>
Licensed Nursing Assistant	tx	No	<input type="checkbox"/>
Massage Therapist	AL	Yes	<input type="checkbox"/>
			<input type="checkbox"/>

Questions

https://sit.forms.nh.gov/license/Questions.aspx?UpdateChecklist=True&



Menu

- DEMOGRAPHICS*
- ALIAS
- LICENSE ADDRESS*
- LICENSE UPDATE
- Questions
- ATTACH DOCUMENTS*
- FINISH
- Licensing Home Page
- Logout

Application Questions

Answer the following questions by choosing the respective answers from the drop-down menus. Click the **Submit** button when you have answered the questions.

If you answer Yes to the first question, on the **Attach Documents** page you will need to upload a dated, signed detailed explanation surrounding the circumstances of the 'yes' answer. Also include any legal documents necessary.

Questions

Question	Answer
Have you ever received disciplinary action against any professional license, certification or registration in any state or jurisdiction including reprimand, probation, suspension, revocation, educational or practice stipulations, fines or voluntary surrender?	No
Under penalty of law, I state that the information provided is accurate to the best of my knowledge and belief. I understand knowingly providing false information may be grounds for denial, probation, reprimand, suspension or revocation of a license and may be grounds for conviction of a misdemeanor.	Yes
I attest that I am the applicant who has completed this application and will receive and practice under said license.	Yes
Enter Full Legal Name	jelly horfenderfer
Enter Today's Date	4/17/2020

Browser address: <https://sit.forms.nh.gov/license/Attachments.aspx?>



Menu

- DEMOGRAPHICS*
- ALIAS
- LICENSE ADDRESS*
- LICENSE UPDATE
- QUESTIONS*
- Attach Documents
- FINISH
- Licensing Home Page
- Logout

Document Upload

- Upload Verification of Licensure here. Verification may be in the form of an official verification from your original state of licensure or printout from an online verification system.
- Letter of Explanation related to a "Yes" answer on the Questions page.

Attachments List					
Document Name	Download	View	Delete	Type	
Picture.docx	Download	View	Delete	Verification of License	

11:24 AM
4/17/2020

Browser address: <https://sit.forms.nh.gov/license/Summary.aspx?UpdateChecklist=true&>



Menu

- DEMOGRAPHICS*
- ALIAS
- LICENSE ADDRESS*
- LICENSE UPDATE
- QUESTIONS*
- ATTACH DOCUMENTS*
- Finish
- Licensing Home Page
- Logout

Application Summary

A summary of your renewal information is below. Click the Pay Fees button to pay all fees and submit your application.

Licenses

Emergency License					
Profession:	OPLC	License Number:	Pending	License Status:	Pending
Secondary Type:		Issue Date:		Expiration Date:	

Address Information

Name: Jelly Ann Spinoodle

o Licensee Address:

po box 111
concord, NH 03301
traci.e.weber@oplc.nh.gov
603-271-2355

● License Address:

po box 890
concord, NH 03301
traci.e.weber@oplc.nh.gov
6035625268

11:25 AM
4/17/2020

https://sit.forms.nh.gov/license/Summary.aspx?UpdateChecklist=true&

Summary

po box 111
concord, NH 03301
traci.e.weber@oplc.nh.gov
603-271-2355

License Address:

po box 890
concord, NH 03301
traci.e.weber@oplc.nh.gov
6035625266

Question Responses

Question	Answer
Have you ever received disciplinary action against any professional license, certification or registration in any state or jurisdiction including reprimand, probation, suspension, revocation, educational or practice stipulations, fines or voluntary surrender?	N
Under penalty of law, I state that the information provided is accurate to the best of my knowledge and belief. I understand knowingly providing false information may be grounds for denial, probation, reprimand, suspension or revocation of a license and may be grounds for conviction of a misdemeanor.	Y
I attest that I am the applicant who has completed this application and will receive and practice under said license.	Y
Enter Full Legal Name	Jelly horfenderfer
Enter Today's Date	4/17/2020

Attachments

Document Name	Download	View	Type
Picture.docx	Download	View	Verification of License

If all the above information is correct press the **Submit Application** .
Otherwise go back and correct any information that is necessary.

Submit Application

NH.Gov | Privacy Policy | Accessibility Policy | Contact Us Form

11:25 AM
4/17/2020

PaymentResult.aspx?answer=processed&payment_id=0&credit_card_number=&license_id=701149&process=A

Search...



Menu

- Licensing Home Page
- Logout

Application Information

Date Submitted: 17 April 2020
Applicant Name: Jelly Ann Spinoodle
License Number: Pending
Agency: State of New Hampshire
Process: Apply for Initial License process

After they see this above, then they can just log out. They have printed their summary page, so they have their receipt.