

State of New Hampshire Office of Professional Licensure & Certification

7 Eagle Square, Concord NH 03301 Phone: 603-271-2152

HOW TO UPDATE YOUR CONTACT INFORMATION ONLINE

- 1. Go to https://forms.nh.gov/license/Login.aspx
 - Enter your User Id and Password



2. If you do not know your User Id and Password:

- Go to the applicable section (PERSON or BUSINESS ACCOUNT) of the Menu (pictured above)
- Select "Retrieve User ID"
- Enter your credentials as indicated including License Number and Registration Code
- Select "Search" to retrieve your User Id and reset your password.
 - o If the User Id field is blank, then create one and complete the section as indicated.

Menu Login Page	Search for your Record
	Read all instructions before beginning the registration process. You must complete this search process even if you do not have an existing license in New Hampshire.
	Existing NH License :
	Enter your last name, license number and registration code from your renewal notice in the fields below. Click the search button to retrieve your current person record.
	Never Held a NH License:,
	Enter your last name. Enter a zero in the License number field and a zero in the registration code field.
	Retrieve User ID:,
	Enter your last name, license number and registration code in the fields below. This will display your current User ID and question information. You can also change your password here.
	Last Name:
	License Number:
	Registration Code:
	Search

If you do not know your registration code, contact Customer Support:

603.271.2152

customersupport@oplc.nh.gov

Please include your name, profession, and license number

- 3. From the next Menu, select Demographics Update
- 4. Follow the prompts, submit, and logout

<u>Please note</u>: You are responsible for meeting all address/change of location notification requirements for your profession. This includes notifying any Government agency, professional organization, or other business entity. Please contact OPLC immediately if a change in your location impacts the status of your license. Resources, including laws & rules, are available at https://www.oplc.nh.gov/find-board