



# 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.
  - If the User Id field is blank, then create one and complete the section as indicated.

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

603.271.2152

[customersupport@oplcnh.gov](mailto:customersupport@oplcnh.gov)

*Please include your name, profession, and license number*

### 3. From the next Menu, select Demographics Update

### 4. Follow the prompts, submit, and logout

*Please note: 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>*