

## How To Verify a License

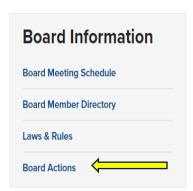
Please note the following online resources available for license verification:

- 1. Use our Licensee Search/Lookup option:
  - a. Go to our website: www.oplc.nh.gov
  - b. Hover on "Licensing" and select License Lookup from the dropdown menu



- 2. Search Board Actions
  - a. Hover on The Boards and select Find a Board
  - b. Select the applicable profession/board
  - c. Go to Board Information and select Board Actions







- 3. Submit a written request for a license verification/letter of good standing
  - a. Confirm if your profession now uses VeriDoc for this request: <u>License</u>

    Verification | NH Office of Professional Licensure and Certification
    - i. NOTE: For **archived licenses** and verifications that need to be issued **internationally**, please use the form on the next page
  - b. If your profession *does not* use VeriDoc, please use the request form on the next page



License Type:
Archived License: Yes or No

## PLEASE NOTE:

- \$10.00 processing fee is required
- The **request form is not accepted via email**. The form and payment must arrive to the office via postal mail, together.
- Optional If you would like a copy of the verification letter when it's issued to the requestor, add your email address to the CC line
- Acceptable forms of payment:
  - Business check, Cashier's check or money order payable to: Treasurer, State of New Hampshire
  - o Exact cash and credit/debit cards are accepted in office only.
    - Personal checks are not accepted by mail or in person
- Verification letters are issued via email, only.
- OPLC does not complete forms requested by other States or organizations

Mail your completed form and payment to:

**OPLC** 

7 Eagle Square

Concord, NH 03301

If you have questions or need additional assistance, please call 603-271-2152 to speak with one of Customer Support Representatives. Our office hours are Monday thru Friday, 8 AM – 4PM (excluding holidays).