



# NEW HAMPSHIRE Online Licensing

## Menu

- New Application
- Reinstate License
- Renew
- Demographics Update
- Pending Prereqs
- 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.

Choose **NEW APPLICATION** to apply for an **TEMPORARY LICENSE**

To **REINSTATE**, click the **Reinstate License** menu item on the left. \*Only available for Pharmacists, 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.

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: [REDACTED] Address: [REDACTED]  
MANCHESTER, NH 03103

### Licenses/Permits/Registrations

#### Bodyworker

#### View Checklist

Profession: **Bodyworker** License Number: [REDACTED] License Status: **Current**  
Secondary Type: Issue Date: **8/24/2020** Expiration Date: **6/30/2022**

#### Specialties

| Specialty     | Issue Date | Exp Date | Primary |
|---------------|------------|----------|---------|
| Reflexologist |            |          |         |





# NEW HAMPSHIRE Online Licensing

## Menu

[License Home Page](#)[Logout](#)

## License/Permit/Registration Renewal

Click on the word **Continue** in the green bar below. It is a clickable link that will start your renewal process.

If you have more than one license/permit/registration available to renew, complete the process for each license/permit/registration. You can only renew one license/permit/registration at a time.

### Renewable Licenses/Permits

| Bodyworker    |            | Continue         |           |
|---------------|------------|------------------|-----------|
| Profession:   | Bodyworker | License Number:  | ██████    |
| Issued:       | 8/24/2020  | Expiration Date: | 6/30/2022 |
|               |            | License Status:  | Current   |
|               |            | Renewed To:      |           |
| Specialties   |            |                  |           |
| Specialty     | Issue Date | Exp Date         | Primary   |
| Reflexologist |            |                  |           |





# NEW HAMPSHIRE Online Licensing

## Menu

- ☐ DEMOGRAPHICS\*
- ☐ LICENSE ADDRESS\*
- ☐ EMPLOYMENT
- ☐ QUESTIONS\*
- ☐ ATTACH DOCUMENTS
- ☐ FINISH
- [License Home Page](#)
- [Logout](#)

## License Renewal Application

Choose the first item from the left side menu to start the renewal process.





# NEW HAMPSHIRE Online Licensing

## Menu

- ☐ Demographics
- ☐ LICENSE ADDRESS\*
- ☐ EMPLOYMENT
- ☐ QUESTIONS\*
- ☐ ATTACH DOCUMENTS
- ☐ FINISH
- [License Home Page](#)
- [Logout](#)

## Physical Home Address

Enter the information in the form below and press the **Submit** button to save the changes and continue.

**NOTE:** Required fields are marked with an asterisk (\*).

\*The OPLC is required by law to ask for your social security number. The number will be held confidential by the OPLC and used only for the enforcement of the laws governing child support. (42 USC 666(a)(13); RSA 161-B:11)

### Name

|              |                      |                 |                      |
|--------------|----------------------|-----------------|----------------------|
| Name Prefix: | <input type="text"/> | *Date of Birth: | <input type="text"/> |
|              | ex. Mr.   Mrs.   Dr. |                 | MM/DD/YYYY           |
| First Name:  | <input type="text"/> | *SSN:           | <input type="text"/> |
|              |                      |                 | ex. 123456789        |
| Middle Name: | <input type="text"/> |                 |                      |
| 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                              |
|          | <input type="text"/>                                  | Fax:   | <input type="text"/>                        |
|          | ex. 123 Fourth St.                                    |        | ex. 3015551212                              |
| Line 2:  | <input type="text"/>                                  | Email: | <input type="text" value="it@oplc.nh.gov"/> |
|          | ex. Apt. 100  |        | ex. username@domain.com                     |
| City:    | <input type="text" value="MANCHESTER"/>               |        |   |
|          | Foreign Addresses:<br>Enter city, region, postal code |        |   |
| County:  | <input type="text" value="Hillsborough"/>             |        |   |
| State:   | <input type="text" value="NH"/>                       |        |   |
| ZipCode: | <input type="text" value="03103"/>                    |        |   |
|          | ex. 02705 or 027051234                                |        |   |





## NEW HAMPSHIRE Online Licensing

### Menu

- ☐ DEMOGRAPHICS\*
- ☐ License Address
- ☐ EMPLOYMENT
- ☐ QUESTIONS\*
- ☐ ATTACH DOCUMENTS
- ☐ FINISH
- [License Home Page](#)
- [Logout](#)

### Mailing Address

Enter the information in the form below and press the **Submit** button to save the changes and continue. The email address you enter on this page is the email address where your documents will be sent.

**NOTE:** Required fields are marked with an asterisk (\*).

#### Address

Country:

\* Phone   
ex. 3015551212

Address Line 1:   
ex. 123 Fourth St.

Fax:   
ex. 3015551212

Address Line 2:   
ex. Apt. 100

\* Email   
ex. username@domain.com

\* City   
Foreign Addresses:  
Enter city, region, postal code

\* State

\* Zipcode:   
ex. 02705 or 027051234





## NEW HAMPSHIRE Online Licensing

### Menu

- ☐ DEMOGRAPHICS\*
- ☐ LICENSE ADDRESS\*
- ☐ Employment
- ☐ QUESTIONS\*
- ☐ ATTACH DOCUMENTS
- ☐ FINISH
- [License Home Page](#)
- [Logout](#)

### Employment Information

This page displays the employment records associated with the person record. Click the [edit link](#) to update an employment record. If no changes are necessary, press the **Submit** button to mark this step complete.

No employment records

[Add](#)

[Complete](#)





# NEW HAMPSHIRE Online Licensing

## Menu

- ☐ DEMOGRAPHICS\*
- ☐ LICENSE ADDRESS\*
- ☐ Employment
- ☐ QUESTIONS\*
- ☐ ATTACH DOCUMENTS
- ☐ FINISH
- License Home Page
- Logout

## Search for an Employer

All employment records must have an employer record associated with them. This form allows you to search for your employer. Enter the information in the fields below and press the **search button**.

If a search does not locate an employer, you can broaden your search by using the asterisk " \* " either before or after a word or words to bring up more results.

**NOTE:** All fields are required for searching.

If you are **Unemployed** enter Unemployed, Concord NH for your search criteria.

To cancel this step [click here](#)

Employer Name:

City:

State:

## Search Results

Click on the employer name in the search results to select your employer.







# NEW HAMPSHIRE Online Licensing

## Menu

- ☐ DEMOGRAPHICS\*
- ☐ LICENSE ADDRESS\*
- ☐ EMPLOYMENT
- ☐ Questions
- ☐ ATTACH DOCUMENTS
- ☐ FINISH

[License Home Page](#)

[Logout](#)

## Renewal 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.

| Question   | Answer          |
|--|-----------------|
| Have you been convicted of any crime involving violence inflicted on a person or threatened against a person, or any sexually-related crime?   | Please Choose ▾ |
| I attest to full compliance with RSA 328-H and all corresponding New Hampshire regulations and that the information and documentation provided is accurate to the best of my knowledge. I understand that knowingly providing false information may be grounds for denial, suspension, and or revocation of a license. | Please Choose ▾ |

[Submit](#)





## Menu

- ☐ DEMOGRAPHICS\*
- ☐ LICENSE ADDRESS\*
- ☐ EMPLOYMENT
- ☐ QUESTIONS\*
- ☐ Attach Documents
- ☐ FINISH
- License Home Page
- Logout

## Document Upload

Please upload the following documents:

- Letter of Explanation, if applicable
- Proof of current certification from respective national certifying agency in accordance with RSA 328-H:2, VII
  - American Reflexology Certification Board
  - International Association of Structural Integrators or the Rolf Institute
  - Diplomate in Asian bodywork therapy from the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM).

When doing so, review the document type to ensure that the selection corresponds with the document you're uploading.

If you are unable to upload documents, mail all application attachments to:

OPLC, 121 South Fruit Street, Concord, NH 03301

Uploading instructions:

- Click the Browse button;
- Open the folder where your documents are stored;
- Click the document to be uploaded;
- Click Open; then
- Click Upload Attachment

If uploading is complete, click the Next button to proceed.

| Attachments list   |          |      |        |                           |
|--------------------|----------|------|--------|---------------------------|
| Document Name      | Download | View | Delete | Type                      |
| License Court.docx | Download | view | delete | Letter of Explanation     |
|                    |          |      |        | BW National Certification |
|                    |          |      |        | Letter of Explanation     |

No file chosen

**Make sure to select the document type in the dropdown list next to the document name after uploading.**

### DOCUMENT REQUIREMENTS:

1. Document size must be less than 4 MB
2. File names must have extensions on them (.doc, .docx, .pdf, .png, .jpg, .txt, .gif)
3. Document name must not exceed 90 characters

If you upload a document that violates any of the above, it will cause an error and impact the application submission. If you cannot provide a document that meets the above criteria, please email your documents to the board office.

If you do not have documents to upload, click the Submit button





# NEW HAMPSHIRE Online Licensing

## Menu

- ☐ DEMOGRAPHICS\*
- ☐ LICENSE ADDRESS\*
- ☐ EMPLOYMENT
- ☐ QUESTIONS\*
- ☐ ATTACH DOCUMENTS
- ☐ Finish
- License Home Page
- Logout

\* All checklist items must be completed before continuing.

### Address Changes

Name: ESZTER BALAZS

#### Licensee Address: ●

MANCHESTER, NH 03103  
it@oplc.nh.gov

#### License Address: ○

MANCHESTER, NH 03103

### Question Responses

| Question  | Answer |
|---|--------|
| Have you been convicted of any crime involving violence inflicted on a person or threatened against a person, or any sexually-related crime? I attest to full compliance with RSA 328-H and all corresponding New Hampshire regulations and that the information and documentation provided is accurate to the best of my knowledge. I understand that knowingly providing false information may be grounds for denial, suspension, and or revocation of a license. |        |

### Attachments

| Document Name       | Download                 | View                 | Type                  |
|---------------------|--------------------------|----------------------|-----------------------|
| Licensee Count.docx | <a href="#">Download</a> | <a href="#">View</a> | Letter of Explanation |

Print this page for your records.

If all the above information is correct press the **Pay Fees** button. Otherwise go back and correct any information that is necessary.

Print

Pay Fees

