

KATIE M. HOBBS
Governor



THOMAS BUSCHATZKE
Director

ARIZONA DEPARTMENT of WATER RESOURCES
1110 West Washington Street, Suite 310
Phoenix, Arizona 85007
602.771.8500
azwater.gov

Dear Well Driller License Applicant:

The Department appreciates your interest in obtaining a full-time well driller's license. The following information is to guide you through the application process.

Please complete the enclosed goldenrod colored, two-sided application, noting that it asks for your experience as it relates to the drilling of wells. To obtain a full-time well driller's license from the Arizona Department of Water Resources, you must have at least three years of experience with the method of drilling for which you are applying. This requirement can be reduced to two years if the qualifying party can clearly and convincingly demonstrate a high degree of understanding and knowledge of the well drilling techniques for which the applicant is applying.

Department rules require the application be submitted at least twenty (20) days prior to taking the legal section of the examination, which is normally scheduled on the second Friday of every month (see the enclosed Time Frames supplement for more specific information as to when you should file your application). In addition to the application, a form titled "Important Message" is required. Even if the requirement to complete the form is not applicable to you, leave the form attached to your application. After the application is received and approved by the Department, you will receive a notice scheduling you for testing.

The examination consists of three sections - a legal requirement section, general knowledge section and a section that covers one or more of the specialized trade examinations. The legal section tests your knowledge of the Arizona Revised Statutes (A.R.S.) pertaining to well drilling, and Department rules adopted pursuant to the state code. The examinations covered by the general knowledge and the specialized trade sections are provided by the National Ground Water Association (N.G.W.A.). The general knowledge section covers geologic and hydrologic concepts as well as principles and practices in the well construction industry. It also requires that you possess a level of knowledge in groundwater protection, pollution, water quality and public health effects. You must also pass at least one of the specialized trade examinations. These specialized examinations cover proper procedures for the method of drilling that your firm intends to utilize, such as cable tool, air or mud rotary, reverse circulation, etc. Unfortunately, if your firm utilizes a method of drilling not covered by one of the available NGWA exams (such as Sonic or core drilling), you will need to select the trade examination that most closely resembles the method of construction that you propose to use. The test questions are formatted as either true/false or multiple choices. As of November 2009, the general knowledge examination and the various specialized examinations are only being offered directly from the NGWA or through a computer-based testing firm known as PSI/Lasergrade. A copy of the NGWA's advisory on this matter is enclosed.

You must receive a score of 70% on each of the sections (legal, general knowledge and at least one of the specialized trade examinations). While the Department will notify you of the results of the legal section examination, you will need to obtain a copy of the test results from the NGWA or PSI/Lasergrade and forward them to the Department of Water Resources.

Ground Water and Wells, published by Johnson Division, UOP, Inc., is a reference book which covers quite a few of the questions found on the general and the specialized trade examinations. In addition to **Ground Water and Wells**, additional reference books and study guides are available from the NGWA. The study guide that pertains to the examinations you will be taking was recently updated by the NGWA. It is titled **Professional Designations Information and Study Guide**, and it may be obtained by calling the NGWA Bookstore at (800) 551-7379. An updated list of available references and an order form can be obtained by searching the NGWA's website at <https://www.ngwa.org/>.

While no fee will be assessed by the Department on the day of the legal section examination, the NGWA and/or PSI/Lasergrade will require payment for each examination taken through them. As the fees will be collected upon completion of the examinations, please be prepared to pay the required fees by check, money order or credit card.

Once you have passed the exams and are eligible to be licensed, a \$50.00 license fee, payable to the Department pursuant to A.R.S. § 45-59S(C), is due. Please do not send cash.

To assist you in understanding the substantive requirements for this license, the statutes and Department rules governing the licensing of well drillers are included with your application. Additionally, information is enclosed regarding the time frames within which the Department must make a decision on your application.

If you have any questions concerning the licensing procedures, please contact Kevin Crego at (602) 771-8609 (email: kjcrego@azwater.gov) or Jace Whitmer at (602) 771-8614 (email: jcwhitmer@azwater.gov).

Sincerely,

Groundwater Permitting and Wells

Encl.: Application packet for Well Driller's License DWR 37-01

FOR DEPARTMENT USE ONLY
 ADWR LIC NO: _____
 DWR 37-19(b) COMPLETED &
 SUBMITTED? ___ Y ___ N

APPLICATION FOR WELL DRILLERS LICENSE

1. APPLICANT FIRM NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

PHONE NUMBER: _____ **EMAIL ADDRESS:** _____
 (____) _____

2. QUALIFYING PARTY NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

POSITION WITH FIRM: _____ **PHONE NUMBER:** _____ **EMAIL ADDRESS:** _____
 (____) _____

3. CLASSIFICATION(S) OF DRILLER LICENSE SOUGHT: As required by A.A.C. R12-15-805

- CABLE TOOL (A/B) AIR ROTARY (C/D) MUD ROTARY (E/F)
 JETTING & DRIVING (H) AUGERING & MONITORING (M) REVERSE CIRCULATION (G)

NGWA TRADE EXAMINATIONS THAT ARE AVAILABLE: But are not required by A.A.C. R12-15-805

- GENERAL WATER SYSTEMS WATER SYSTEMS <100 GPM (K) WATER SYSTEMS >100GPM (L)
 WELL SERVICE & MAINTENANCE VERTICAL CLOSED LOOP
 GROUND WATER SOURCE HEAT PUMP (OLD NAME USED FOR VERTICAL CLOSED LOOP EXAM)

4. TYPES OF WELLS THAT WILL BE CONSTRUCTED BY YOUR FIRM

- Will firm drill residential (Domestic) water wells? YES NO
- Will firm drill commercial (Irrigation, Municipal, Industrial or Stock) water wells? YES NO
- Will firm drill mineral exploration, geotechnical, cathodic protection, heat pump or grounding wells? YES NO
- Will firm drill monitoring/piezometer wells? YES NO

5. REGISTRAR OF CONTRACTORS (ROC) LICENSE: For information on obtaining residential, commercial, or dual contracting licenses contact the ROC at 1-877-692-9762 or visit them on the web at <https://roc.az.gov/>

ROC LICENSE CATEGORIES CURRENTLY IN EFFECT OR PENDING:

R-53 Residential Water Well Drilling	ROC LIC. NO: _____	C-53 Commercial Water Well Drilling	ROC LIC. NO: _____	CR-53 Dual, Covers R-53 & C-53	ROC LIC. NO: _____
"A" Commercial Engineering	ROC LIC. NO: _____	A-4 Commercial General Drilling	ROC LIC. NO: _____	A-16 Commercial Water Works	ROC LIC. NO: _____

6. EXPERIENCE RECORD: Must be the qualifying party's record.

- (a) Date commenced drilling wells: _____ (b) Approximate number of wells drilled: _____
 (c) Depth of deepest well ever drilled: _____ feet (d) Largest well diameter ever drilled: _____ inches
 (e) Have more than five years elapsed since you drilled your last well? Yes _____ No _____

7. LIST THE APPROXIMATE NUMBER OF WELLS THAT YOU MAY HAVE DRILLED BY TYPE:

	APPROXIMATE NUMBER	LIST THE STATE(S) OR COUNTRY(S) WHERE THE WELLS WERE DRILLED
RESIDENTIAL (Domestic)	_____	_____
IRRIGATION/STOCK	_____	_____
MUNICIPAL/INDUSTRIAL	_____	_____
MINERAL EXPLORATION	_____	_____
MONITOR/PIEZOMETER	_____	_____
OIL/GAS/GEOTHERMAL	_____	_____
OTHER (Explain)	_____	_____

8. REFERENCES: List three people or firms with knowledge of qualifying party's drilling experiences. At least one reference must be from a licensed Arizona driller, or if the qualifying party is licensed in another state, give license number and address of licensing agency.

- (1) _____
 (Name of Individual) (Firm Name) (Mailing Address) (Phone Number)
- (2) _____
 (Name of Individual) (Firm Name) (Mailing Address) (Phone Number)
- (3) _____
 (Name of Individual) (Firm Name) (Mailing Address) (Phone Number)

9. HAS THE QUALIFYING PARTY EVER BEEN LICENSED BY THE ARIZONA DEPT OF WATER RESOURCES?

YES _____ NO _____ If yes, list the license number and firm name under which the license was issued. In addition, if you have ever been or are currently licensed in another state, please list those states: _____

10. EQUIPMENT: List the type, manufacture, and serial number of all drilling rigs to be operated in the State of Arizona.

TYPE (air rotary, cable tool, etc.)	MANUFACTURER (C.M.E., I.R., B.E., etc)	RIG SERIAL NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____

11. DO YOU HAVE A COPY OF DEPARTMENT REGULATIONS CONCERNING WELL CONSTRUCTION AND LICENSING OF WELL DRILLERS? YES NO

PURSUANT TO A.R.S. § 45-595(C), THE ARIZONA WELL DRILLER'S LICENSE FEE IS \$50.00. DO NOT SEND THE FEE UNTIL YOU HAVE BEEN NOTIFIED THAT YOU HAVE COMPLETED THE REQUIREMENTS IDENTIFIED IN A.R.S § 45-595 AND THE RULES ADOPTED THEREUNDER. IN ORDER TO MAINTAIN A LICENSE, YOU WILL BE REQUIRED TO RENEW IT NO LATER THAN JUNE 30TH OF EACH YEAR. *NOTE: The Director of the Department may revoke a license for good cause, including any material misstatement of fact or violation of the statutes or Department rules pertaining to the licensing of well drillers and the construction of wells.

I, the undersigned, do hereby swear that all statements contained herein are true to the best of my knowledge and ability.

 (Signature of Qualifying Party)

 (Date)

(SEAL)

 (Notary Public)

My Commission Expires: _____

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*****IMPORTANT MESSAGE*****

Arizona Revised Statutes A.R.S. § 41-1080 requires that individuals who apply for a license necessary to operate a business in the state or perform a service for others must demonstrate that their presence in the United States is authorized under federal law to the agency that issues the license.

Acceptable forms of identification include a U.S. birth certificate or delayed birth certificate issued in any state, territory or possession of the U.S., a U.S. certificate of birth abroad, a U.S. passport, a foreign passport with a U.S. visa, a U.S. citizenship and immigration services employment authorization document or refugee travel document, a U.S. certificate of citizenship, a tribal certificate of tribal blood, or a tribal or Bureau of Indian Affairs affidavit of birth. If your identification does not contain a photograph, you must also show another governmental issued identification that contains a photograph, such as a driver's license.

Please note that while A.R.S. § 41-1080 lists a driver's license as appropriate to satisfy A.R.S. § 41-1080, the Arizona Attorney General has advised that a driver's license does not necessarily demonstrate lawful presences in the United States. Therefore, ADWR will not consider a driver's license as acceptable for compliance with A.R.S. § 41-1080 unless accompanied by one of the other forms of identification listed above.

Do not send copies of your identification with your driller's license application. Instead, bring identification with you to the State Regulations testing. ADWR will review your identification and demonstrate whether it meets the criteria set forth in A.R.S. § 41-1080. Once you have complied with the verification requirements of A.R.S. § 41-1080, renewals or reactivation of the same license will not have subject to additional verification.

CONFIDENTIAL

For a complete text of the referenced Arizona Revised Statutes, copies can be obtained by going to the official website for the office of the Secretary of State. The address for the website is as follows:

<https://www.azleg.gov/arsDetail/?title=41>

Department Employee or Authorized Representative Review and Verification

(A Department employee or an authorized representative must physically examine one of the below forms of identification and complete and sign this page prior to the applicant taking the well driller's examination. If the identification that is presented does not contain a photograph, the applicant must also present a valid governmental issued identification containing a photograph. Note: Submittal of a birth certificate must also be accompanied by a valid driver's license.

Qualifying Party Name:	
Type of Identification Presented (Circle One):	U.S. birth certificate or delayed birth certificate issued in any state, territory, or possession of the U.S. (with a valid driver's license) U.S. certificate of birth abroad U.S. Passport Foreign passport with a U.S. visa U.S. citizenship and immigration services employment authorization document or refugee travel document U.S. certificate of naturalization U.S. certificate of citizenship Tribal certificate of tribal blood Tribal or Bureau of Indian Affairs affidavit of birth
Issuing Authority:	
Document Number:	
Expiration Date:	
Photograph Shown on Governmental Issued Identification (Circle One):	Yes or No

Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named applicant, (2) the above-listed documents appear to be genuine and to relate to the applicant named, (3) to the best of my knowledge, the individual shown in the photograph on applicant's governmental issued identification appeared to be the applicant, and (4) to the best of my knowledge, the applicant's presence in the United States is authorized under federal law.

Signature of Department Employee or Authorized Representative	Date (mm/dd/yy)
First Name Middle Initial Last Name	Title of Department Employee or Authorized Representative

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*****IMPORTANT MESSAGE*****

Arizona Revised Statutes §§ 25-320 and 25-502 require agencies that issue professional and occupational licenses and certificates to record the social security number of the applicant. This requirement applies only to sole proprietors and general partners of partnerships.

Social security numbers are confidential and are kept on file by the Department, however, State licensing boards and agencies must provide those numbers to the Department of Economic Security upon request, for use by that agency in child support enforcement. The license itself will have an identification number assigned by the Department.

Name of Applicant

Company or Firm Name

Social Security Number

This form must be submitted with your driller's license application.

CONFIDENTIAL

For a complete text of the referenced Arizona Revised Statutes, copies can be obtained by going to the official website for the office of the Secretary of State. The addresses for the websites are as follows:

<https://www.azleg.gov/viewdocument/?docName=https://www.azleg.gov/ars/25/00320.htm>

And

<https://www.azleg.gov/viewdocument/?docName=https://www.azleg.gov/ars/25/00502.htm>

IN ACCORDANCE WITH A.R.S. § 45-596.C.II. TITLED "NOTICE OF INTENTION TO DRILL"

Proof that the director determines to be satisfactory that the person proposing to construct the well holds a valid license issued by the registrar of contractors pursuant to title 32, chapter 10² and that the license is of the type necessary to construct the well described in the notice of intention to drill. If the proposed well driller does not hold a valid license, the director may accept proof that the proposed well driller is exempt from licensing as prescribed by section 32-1121.

Added by Laws 1980, 4th S.S., Ch.I, § 86, eff. June 12, 1980. Amended by Laws 1985, Ch. 323, § 19, eff. May JO, 1985; Laws 1986, Ch. 289, § 17, eff. May 24, 1988; Laws 1990, Ch. 176, § 3; Laws 1991, Ch. 19, § 6; Laws 1992, Ch. 270, § 5; Laws 1992, Ch. 280, § 1; Laws 1993, Ch. 107, § 7; Laws 1994, Ch. 291, § 27; Laws 1994, Ch. 300, § 2; Laws 2000, Ch. 85, § 2, Laws 2002, Ch. 133, § 4; Laws 2003, Ch. 165, § 1; Laws 2005, Ch. 254, § 2; Laws 2006, Ch. 56, § 1; Laws 2007, Ch. 209, § 1; Laws 2010, 2nd Reg. Sess., Ch. 309, § 13. ²Section 32-1101 et seq.

**REGISTRAR OF CONTRACTOR (ROC) LICENSING REQUIREMENTS
FOR RESIDENTIAL AND COMMERCIAL WELL DRILLING**

R-53 • RESIDENTIAL WATER WELL DRILLING
CR-53 • DUAL - WATER WELL DRILLING

COVERS ALL DOMESTIC/RESIDENTIAL WATER WELL DRILLING

A-4 • GENERAL COMMERCIAL DRILLING
"A" • GENERAL ENGINEERING

COVERS ALL COMMERCIAL DRILLING

- Cathodic Protection (CPS)
- Dewatering Wells
- Geotechnical
- Grounding
- Groundwater Monitor Wells
- Groundwater Piezometer Wells
- Ground Source Heat Pump
- Industrial Supply Wells
- Injection Wells
- Irrigation Supply Wells
- Mineral Exploration *
* including use of Core Rigs
- Municipal Supply Wells
- Recovery Wells
- Stock Supply Wells
- Vadose Zone
- Vapor Extraction

A-16 • WATERWORKS
COVERS THE FOLLOWING: ENVIRONMENTAL AND COMMERCIAL WATER WELL DRILLING

- Dewatering Wells
- Groundwater Monitor Wells
- Groundwater Piezometer Wells
- Industrial Supply Wells
- Irrigation Supply Wells
- Municipal Supply Wells
- Stock Supply Wells

C-53 • COMMERCIAL WATER WELL DRILLING
CR-53 • DUAL-WATER WELL DRILLING
COVERS THE FOLLOWING COMMERCIAL WATER WELL DRILLING

- Industrial Supply Wells
- Irrigation Supply Wells
- Stock Supply Wells
- Dewatering Wells

TIME FRAMES FOR REVIEWING YOUR APPLICATION FOR A FULL-TIME ARIZONA WELL DRILLERS LICENSE

Within twenty-five (25) days after receipt of your application, the Arizona Department of Water Resources (Department) will determine whether you should be granted or denied a license, unless the time is extended as described below. The Department does not consider your application to have been received until the following occurs: 1) you complete and file an Application for Well Drillers License (form DWR 37-01), and 2) you take and pass the State Regulations examination (covered by the *Statutes and Rules Governing Minimum Well Construction Standards and the Licensing of Well Drillers* booklet that is included in your application packet) along with completing the General drilling examination and at least one of the specialized trade examination that are the property of the National Ground Water Association (NGWA), and are proctored by a computer testing firm known as PSI/Lasergrade. Please note that the Department Rules require the application for a full time Well Drillers License to be filed at least twenty (20) days prior to the next regularly scheduled State Regulations examination.

If you do not pass the required State Regulations examination, you may request to take the examination again. No person may take the exam more than twice during any twelve-month period. See Arizona Administrative Code (A.C.C.) R12-15-805(C).

After receiving your application, the Department will first determine if the application is administratively complete (administrative completeness review), and then whether the application meets the substantive criteria established by statute or rule (substantive review). Each of these reviews will be completed within the time frames stated below. The time for the administrative completeness review plus the time for the substantive review is referred to as the overall time frame, which is ninety (90) days. See A.C.C. R12-15- 401, Table (A), No. 54; see also, A.RS § 45-595(C).

1. Administrative Completeness Review Time Frame

Within twenty-five (25) days after receipt of your application, the Department will determine whether it is administratively complete and will issue a written notice of administrative completeness or deficiencies. If the Department determines that the application is incomplete, it will provide you with a comprehensive and specific list of deficiencies. Both the administrative completeness review and the overall time frames will be suspended until the Department receives the missing information. When the Department receives the missing information, the time frames will resume. Your application will not be complete until all the requested information is received. If you do not supply the missing information within twenty-five (25) days, the Department may deny your application. See A.C.C. R12-15-401, Table (A), No. 54; see also, A.R.S § 45-595(C).

2. Substantive Review Time Frame

Within sixty-five (65) days after the application is complete, the Department will review and verify your qualifications, experience, references, and other matters to determine whether you have met the substantive criteria required by statute and rule. See A.C.C. R12-15-401 Table (A), No.54. During the substantive time period, the Department may make one written request for additional information. You may also agree in writing to allow the Department to submit supplemental requests for additional information. If the Department requests additional information, both the substantive review and overall time frames will be suspended. When the additional information is received, the substantive review and overall time frames will resume. If you do not supply the missing information within sixty (60) days, the Department may deny your application. See A.C.C. R12-15-401(2).

At the end of the substantive review, the Department will send you a written notice either granting or denying your application for a license. If your application is denied, the notice will include the justification for the denial and an explanation of your right to appeal the Department's decision.