



Applying for a New and Renewing a Water Well Contractor License

Note

Water Well Contractor licenses can be renewed up to **one (1) year** from license expiration date. Once the renewal period has expired, businesses must reapply for their license, including applicable fees. Allowing your license to lapse may result in the issuance of a new license number than previously issued.

APPLYING FOR A NEW LICENSE

Step 1

Create or log in to your existing **Business** account at <https://de.gov/DigitalDNREC>

New account requests require approval from DNREC and may take up to 48 hours to process.

Step 2

Click on the **+ Start Here** button at the top of your dashboard.

Licenses & Permits (0) | Licensed Employees | Action Items (0) | Enterprise Management | Reporting

+ Start Here ← The "Start Here" button to browse the DNREC ePermitting items available to you online. DNREC provides a wide variety of licenses, permits, subscriptions, and more services are being added all the time.

Search for a license/permit name or type 🔍 | ⬆️ Sort By | Link to an existing water license | ☐ Show expired licenses/permits

Then select Division of Water License – Water Supply and select your desired license: Water Well Contractor or Water Well Pump Contractor.

1 Program ✓ | Division of Water License - Water Supply ▾

2 License/Permit ^

SELECT YOUR LICENSE/PERMIT TYPE ?

Water Well Contractor License	\$150.00	This license request requires review before it can be issued.
Water Well Pump Contractor License	\$115.00	This license request requires review before it can be issued.

Step 3

Fill out the application as follows:

- **Proof of Insurance** – you must attach copy of your contractor’s liability insurance with the indicated minimum levels of coverage. This must show the insured name as it appears on the issued license. It must also designate DNREC as the certificate holder.
- **Attestation** – complete the attestation section.

- **Notary Declaration** – download the Notary Declaration form. Complete the form with the company name and the correct contractor license type. The form must be notarized and reuploaded as a pdf file.

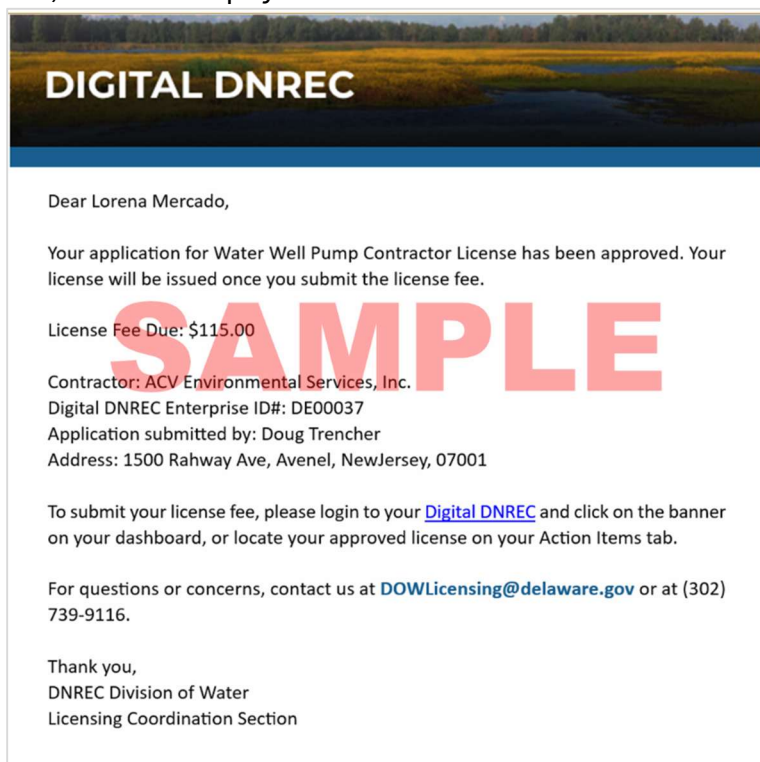
Step 4

Review the Terms of Service and then proceed to the cart to review and checkout.

Note – no payment is due on submission. DNREC will review your application and reach out with any questions. Once your license is approved, you will be notified by email.

Step 5

Once approved, the business owner will receive an email notification. They will login to their enterprise account, and click on the banner on the dashboard, or locate the approved license on the Action Items tab, then make payment for the license.



They can access the banner at the top of their page or go to their action items

+ Start Here

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Search for a license/permit name or type

↑↓ Sort By

Link to an existing water license

☐ Show expired licenses/permits

🔔

You have item(s) pending payment. [Click here to view.](#)

Payment Pending

1 x Water Well Pump Contractor License

Facility: ACV Environmental Services, Inc.
Amount: \$115.00

Cancel Application

Pay Now

Step 6

Pay for your license. You will be directed to the payment portal and must use a valid credit card for payment. You may use Visa, Mastercard or Discover. American Express is not accepted for payment at this time.

Once payment is made, your license will automatically be issued. You can access your license from the **Order Receipt** page or from your **dashboard**.

My Dashboard > Order Confirmation

Order Receipt

Thank you. Your order has been accepted.

Order Date: April 21,2025

Order Number: WTR2025-0029137

Print All Licenses

Items	Qty	Price	
ACV Environmental Services, Inc.			
Water Well Pump Contractor License	1	\$115.00	Print Certificate

Print Receipt

Order Total:
\$115.00

 Division of Water License - Water Supply (1)

Water Well Pump Contractor License

ACV Environmental Services, Inc.
License No: 5867

ACTIVE
Expires on 12-31-2025

Options
View/Print Certificate

RENEWING YOUR LICENSE

Beginning October of each year, contractors will be notified by email that their license is ready for renewal. DNREC urges all businesses to renew their contractor licenses as soon as possible as this will impact individual well/pump licensees from obtaining/renewing their licenses.

Step 1

To renew your license, locate your license on your dashboard and select **Renew License** from the **Options** menu.

If your license is currently active, your license will appear on your dashboard.



Division of Water License - Water Supply (1)

Water Well Pump Contractor License	ACV Environmental Services, Inc. License No: 5867	ACTIVE Expired 12-31-2024	View/Print Certificate Renew License Options
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If your license is currently expired, click on the Show expired license/permits button to see your license.

Licenses & Permits (1)

Licensed Employees

Action Items (0)

Enterprise Management

Reporting

+ Start Here

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Search for a license/permit name or type

Sort By

Link to an existing water

☒ Show expired licenses/permits



Division of Water License - Water Supply (1)

Water Well Pump Contractor License	ACV Environmental Services, Inc. License No: 5867	ACTIVE Expired 12-31-2024	View/Print Certificate Renew License Options
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Step 2

Complete your renewal application.
Renewal applications consist of the following sections:

1. Address Verification

Review your address. If you need to make updates, select "No" and enter any changes.

License Renewal

Is your address the same?*

☐ Yes ☒ No

ADDRESS 1* **ADDRESS 2***

123 Main Street

CITY* **STATE*** **ZIP CODE*** **COUNTRY***

Wilmington Delaware 19173 United States

2. Phone Number Verification

Review your phone number. If you need to make updates, select “No” and enter any changes.

Is your Phone Number the same?*

☐ Yes ☒ No

PHONE NUMBER*

212-736-0770

3. Proof of Insurance

Upload a copy of your updated contractor’s liability insurance for the renewal year. This must show the insured name as it appears on the issued license. It must also designate DNREC as the certificate holder.

Step 3

Review the Terms of Service and then head to your cart to review and pay.

You will need a valid credit card to pay for the license fee.

Once your payment is complete, your renewed license will be issued. You can print this from your [Order Receipt](#) page. A copy will also be emailed to you. You will also be able to print your license card and certificate from your dashboard (see [Step 10](#)).

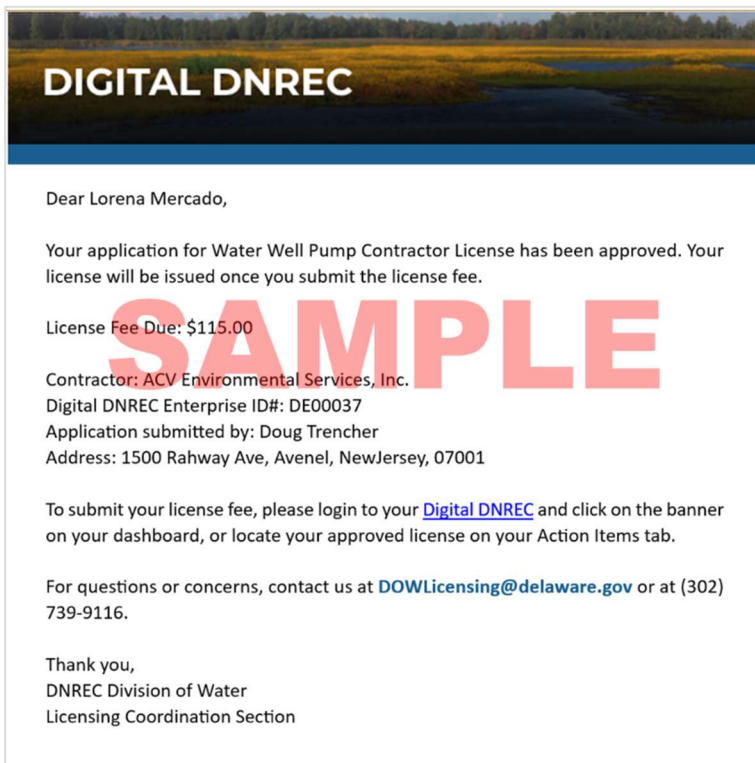
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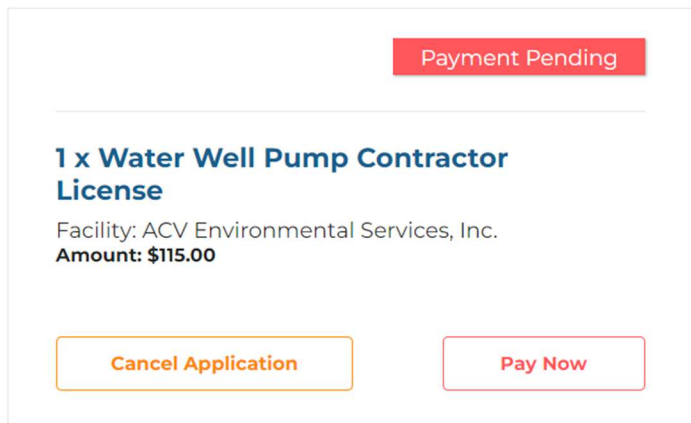
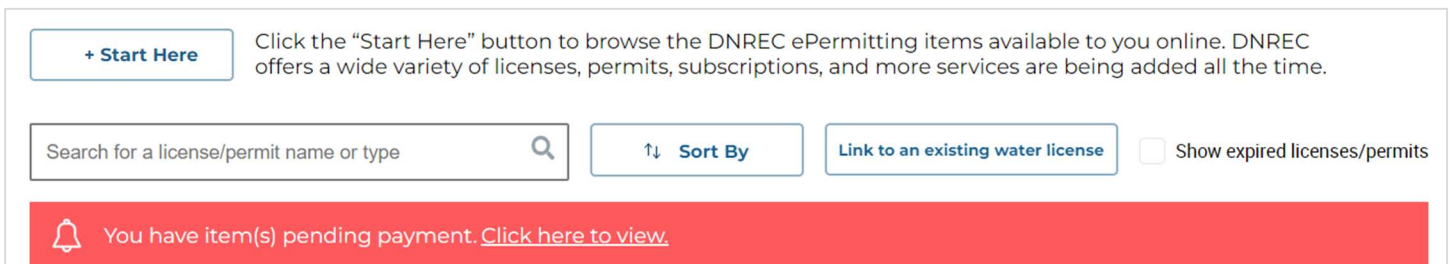
Note – no payment is due on submission. DNREC will review your application and reach out with any questions. Once your license is approved, you will be notified by email.

Step 5

Once approved, the business owner will receive an email letting them know they can login to their account and pay for the license.



They can access the banner at the top of their page or go to their action items



Step 6

Pay for your license. You will be directed to the payment portal and must use a valid credit card for payment. You may use Visa, Mastercard or Discover. American Express is not accepted for payment at this time.

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Order Receipt

Thank you. Your order has been accepted.

Order Date: April 21,2025

Order Number: WTR2025-0029137

Print All Licenses

Items

Qty

Price

ACV Environmental Services, Inc.

Water Well Pump Contractor License

1

\$115.00

Print Certificate

Print Receipt

Order Total:

\$115.00



Division of Water License - Water Supply (1)



Water Well Pump Contractor License

ACV Environmental Services, Inc.
License No: 5867

ACTIVE

Expires on 12-31-2025

Options

View/Print Certificate