

Department of Environmental Protection

eDEP for Well Driller Initial Certification

[User's Guide](#)



Table of Contents

eDEP for Well Driller Initial Certification	1
Table of Contents	2
About the documentation	3
Getting help	3
Using eDEP.....	3
System and browser requirements	4
Creating an eDEP account.....	4
Logging in to your eDEP account	7
Updating your eDEP account information.....	8
Allowing pop-up windows	10
Account security	11
Passwords.....	11
Security questions	11
Resetting security questions	12
Working with forms and transactions	12
Navigation.....	12
Transaction timeline.....	12
Listing current transactions.....	16
Handling form errors.....	18
Adding notes to transactions	19
Deleting a transaction	23
Initial Certification for well drillers	24
Summary of Certification Application Types	25
General Well Driller Certificate – Standard Application.....	27
General Well Driller Certificate – Reciprocity via Licensure.....	57
General Well Driller Certificate – Reciprocity via NGWA Certificate + 1-yr MA Experience	86
Monitoring Well Driller Certificate	115
Monitoring Well + CLGT Driller Certificate	142
Next steps.....	172



About the documentation

The audience for this documentation is well drillers who use the eDEP Online Filing System ("eDEP") to seek certification in the state of Massachusetts. Annual recertification is addressed in another document: [Well Driller Recertification Instructions](#).

The following table provides key information about this documentation:

Document Revision	Change Description	Author	Revision Date
1.0	First version of documentation for the new well driller eDEP transaction processes that addresses initial certification only.	Tom Hinchliffe, Julie Butler	TBD

Getting help

The following table provides contacts and links where you can get additional help during the process of creating and submitting a transaction for well driller certification:

Issue Type	Contact/Action
Well Driller Program	Julie Butler: Julie.butler@mass.gov Tom Hinchliffe: Tom.hinchliffe@mass.gov Logan Caruthers: Logan.caruthers@mass.gov MassDEP Drinking Water Program Program.Director-DWP@mass.gov
eDEP account login or password issues	Fill out the Get Login Help form.
Other eDEP technical issues	List of contacts

Using eDEP

To use the eDEP Online Filing System ("eDEP"), you must have an eDEP account. This section describes how to create an account and make **changes** to your account after it has been created. This section also



describes the requirements for using eDEP as well as information to help you keep your account secure.

System and browser requirements

This section lists requirements for your browser and operating system when using eDEP.

Windows

- For best performance, use the Firefox browser.
- eDEP Forms have been tested to work in Firefox, Chrome and Microsoft (Internet Explorer and Edge) browsers.
- eDEP Payments through our third-party nCourt Payment solution work in Firefox. eDEP Payments may not work in some versions of Internet Explorer or Chrome.
- eDEP Composite Print works in Firefox and Chrome without additional software. Microsoft browsers (Internet Explorer and Edge) require that you install Adobe Reader for eDEP Composite Print to work properly.

MacOS

- For best performance, use the Firefox browser.
- eDEP Forms have been tested to work in Firefox, Chrome and Safari.
- eDEP Payments through our third-party nCourt Payment solution work in Firefox. eDEP Payments may not work in some versions of Safari or Chrome.
- eDEP Composite Print works in Firefox, Chrome and Safari without additional software.

Creating an eDEP account

This section describes how to create an eDEP account. You must have an eDEP account to submit an application for certification as a well driller.

To create an eDEP account, you must have an email address.

TIP

If you have already created and activated your eDEP account, you can begin creating a transaction, as described in [Certification for well drillers](#).

To create an eDEP account:

1. Navigate to the [eDEP Online Filing system](#):



MassDEP's Online Filing System

Login or Get Username & Password

Note: eDEP is unavailable from 8:55 PM Friday through 5:00 AM Saturday for backup purposes and from 8:00 PM Sunday to 8:00 AM Monday for server maintenance.

Welcome to eDEP, a secure site for submitting environmental permits, transmittals, certifications, and reports electronically to the Massachusetts Department of Environmental Protection (DEP). With eDEP, you can fill out your forms online, save your work and return to it later, submit your forms and payments to DEP electronically, "sign" your submittals, and print out receipts of your transactions.

- eDEP Help & Instructions
- What forms can I file in eDEP?
- eDEP Contacts & Feedback

Log into eDEP

Username:

Password:

Login

[Reset Password](#)

[Get Login Help](#)

New User

Register and get Username and Password

- Click **New User**. The **User Registration** page displays:

Step 1 of 4: User Registration

Create an account in eDEP by completing all the required fields *. Then click Next.

Personal Information - create your account profile. Please Read the [DEP's Privacy Policy](#).

*First Name

Middle Name

*Last Name

Salutation

Suffix

Job Title

*E-mail Address e.g., jsmith@domain.com

* Retype E-mail Address

Business Name

*Contact Address

Line 1

Contact Address

Line 2

*City

*State

*Zip Code [U.S. format:](#) 02108, 02108-1234
[Canadian format:](#) L4K 1L7

Country

* Main Phone Ext

Home Phone

Mobile Phone

Fax

Required fields are indicated with a (*).

- Complete the required fields and create a username and password for your account.
- Click **Next**.

The **Terms and Conditions** page displays:



Step 2 of 4 : Terms and Conditions

Accept **Do Not Accept** **Print**

eDEP

Terms and Conditions of Use for DEP's Web Site

Welcome to the Massachusetts Department of Environmental Protection's ("DEP," "We," "Us," "Our") web site ("site"). This Terms and Conditions of Use Agreement ("TCU" or "Agreement") is made by and between Us and You, the user of this site. Use of this site is provided to You subject to this Agreement, which may be updated from time-to-time at Our sole discretion. You hereby agree as follows:

BY USAGE OF THIS SITE, YOU REPRESENT THAT YOU HAVE READ AND UNDERSTAND THIS AGREEMENT AND THE WEBSITE'S [PRIVACY POLICY](#), HEREBY INCORPORATED BY REFERENCE, AND EXPRESSLY AGREE TO, AND CONSENT TO BE BOUND BY, ALL OF THE TERMS AND CONDITIONS CONTAINED THEREIN. THIS AGREEMENT SHALL HAVE THE SAME LEGAL EFFECT AND FORCE AS A WRITTEN AND SIGNED DOCUMENT. IF YOU DO NOT AGREE TO ALL OF THE TERMS AND CONDITIONS, YOU MUST CEASE USING THIS SITE. ANY VIOLATION OF THIS AGREEMENT CAN, IN CERTAIN CIRCUMSTANCES, RESULT IN LEGAL ACTION TAKEN BY US AGAINST YOU.

1. License. Subject to the terms and conditions set forth in this Agreement, We agree to provide You with access and use of Our site. There is no fee paid by You for access. Your access to the site is provided pursuant to a free and non-exclusive license provided by Us.
2. Accessibility. You understand and agree that the site may, at times, be inaccessible or inoperable for any reason, including, but not limited to: (i) equipment or communications malfunctions; (ii) periodic maintenance, repairs, or administrative reviews which We may undertake from time-to-time; or (iii) causes beyond Our control or which are not reasonably foreseeable by Us.
3. Equipment. You shall be solely responsible for providing, maintaining, and ensuring compatibility with the site, all hardware, software, electrical, and other physical requirements for Your use of Our site, including, but not limited to, telecommunications and internet access connections and

5. Read the terms and conditions and click **Accept**.

eDEP emails you a link to verify your email address and activate your account.



6. Check your email and click on the verification link from eDEP:
7. The **Email Confirmation** page loads in your browser:

Email Confirmation

Thank you for confirming your Email. Your account is activated. Please select your security questions

Login to eDEP



If you do not receive an email within a few minutes, check that you used the correct address. If you still do not receive an email, see [Getting help](#).

8. Click .

The next step is to log in, as described in [Logging in to your eDEP account](#).

Logging in to your eDEP account

After you created and activated your eDEP account, you can log in and begin creating a transaction.

To log in to your eDEP account:

1. Navigate to the [eDEP Online Filing system](#).
2. Enter your username and password and click .
3. If this is the first time you are logging in, then eDEP prompts you to complete the security questions:

My Profile

Please setup your five security questions. eDEP uses these questions to confirm your identity when you change your profile, reset your password or, in certain cases, sign your form.

Name: NICK DANGER

- ✓ 1. User Registration
- ✓ 2. Terms And Conditions
- ✓ 3. Email Activation
- ✗ 4. Security Questions

4. Click .
5. The **Security Questions** page displays:

Step 4 of 4 : Security Questions

Set-Up Security Questions

Please pick five questions from this list and type your answers. Your answers are not case-sensitive. Please do not use the same answer more than once.

* --- Select Security Question To Answer ---

6. Choose a security question from the **Select Security Question to Answer** drop-down list and then enter an answer in the field next to it.

Repeat this step until you have provided answers for 5 security questions, as the following example shows:



Step 4 of 4 : Security Questions

Set-Up Security Questions

Please pick five questions from this list and type your answers. Your answers are not case-sensitive. Please do not use the same answer more than once.

What was the first concert you attended?

Bon Jovi

What is your Zodiac sign?

Leo

Name of your first elementary / primary school?

Kennedy

What is your father's middle name?

Fred

In what city were you born?

Boston

Save My Answers

- Click **Save My Answers** . eDEP records your questions and answers. When you perform some actions in eDEP, you may need to recall the answers you gave for the security questions.

You are now ready to use eDEP to apply for a well driller certification.

To change any information on your account, such as your security questions or contact information, see [Updating your eDEP account information](#).

Updating your eDEP account information

Please be sure that your eDEP account has the latest contact information for you and your company.

To check that your information is up to date:

1. Log in to the [eDEP Online Filing system](#).
2. Select **My Profile > Update My Information**: The **Update My Information** page displays:



Update My Information

Update an account in eDEP by completing all the required fields *. Then click Update.

Personal Information - create your account profile. Please Read the [DEP's Privacy Policy](#).

*First Name

Middle Name

*Last Name

Salutation

Suffix

Job Title

*E-mail Address e.g., jsmith@domain.com

* Retype E-mail Address

Business Name

*Contact Address

Line 1

Contact Address

Line 2

*City

*State

*Zip Code [U.S. format:](#) 02108, 02108-1234
[Canadian format:](#) L4K-1L7

Country

* Main Phone Ext

Home Phone

Mobile Phone

Fax

Login Information - create your login profile.

* Username

*Nickname Pick a [Nickname](#) DIFFERENT from your Username for [sharing](#) in eDEP

What is the First name of maternal grandmother?

Fields marked with a red asterisk (*) are required.

Ensure that the following information is correct, or update it with the most recent information:

- Personal Information:** Yours and your company's name, address, and contact information. eDEP uses this information when you fill out application forms.



- b. **Login Information:** Your eDEP username, nickname, and a security question. A successful answer to one of your security questions is required when you update your account information.
3. After you finish filling out the form, click to submit your changes.

eDEP validates the information you entered in the form. For example, eDEP checks that phone numbers consist of 10 numeric characters. If the information you entered is valid, eDEP saves the changes to your account.

If there are any errors, eDEP highlights them. Correct the errors and then re-submit your changes by clicking again.

Allowing pop-up windows

During the application process for well driller certification, eDEP Online Filing System ("eDEP") launches a payment processing page in your browser. If your browser does not allow pop-up windows, then this page will not open automatically. To continue with the application process, you should allow pop-up windows for the eDEP website.

This section describes how to allow pop-up windows in Microsoft Edge, Google Chrome, and Apple Safari. For information on how to allow pop-up windows for other browsers, consult your browser's documentation.

Microsoft Edge

To allow pop-up windows in Microsoft Edge:

1. Click the 3-dot menu in the top right corner of the browser.
2. Select **Settings**.
3. Select **Cookies and site permissions**.
4. Click **Pop-ups and redirects**.
5. Either de-select the **Blocked (recommended)** toggle or add the "state.ma.us" domain under allow.

Google Chrome

To allow pop-up windows in Google Chrome:

1. Click the 3-dot menu in the top right corner of the browser.
2. Select **Settings**.
3. Click **Privacy and security**.
4. Click **Site settings**.
5. Click **Pop-ups and redirects**.
6. Either select the **Sites can send pop-ups and use redirects** radio button or add the "state.ma.us" domain to the list of sites under **Allowed to send pop-ups and use redirects**.



Apple Safari

To allow pop-up windows in Apple Safari:

1. Select Safari > Settings in the browser.
2. Click the Websites tab.
3. Click Pop-up Windows at the bottom of the list on the left.
4. Select Allow from the drop-down list next to the "state.ma.us" website. Click the 3-dot menu in the top right corner of the browser.

Account security

The eDEP Online Filing system uses various measures to ensure security across the platform.

Passwords

You are responsible for information submitted using your password.

CAUTION

There may be significant penalties for submitting false information, including possible fines and imprisonment.

Be sure that you:

- Do not reveal your password to others.
- Do not leave your password in plain sight.
- If your password is compromised, you must inform DEP to deactivate the account.

To reset your password, you can use the [Reset Password](#) page on eDEP or click the "Reset Password" link on the [eDEP landing page](#).

Security questions

eDEP uses security questions to make your account more secure and easier to manage. If you have an account but have not yet set up your questions, the system will prompt you to review and accept the revised terms and conditions and then set up your security questions.

The security questions help confirm your identity whenever you make changes to your profile or reset your password. After setting up your security questions, you will be able to reset your password or get login help from links on the [eDEP landing page](#).

Please protect answers to your Security Questions. eDEP prompts you to provide answers to a randomly selected question at the time of a transmittal submission or user profile change.

In some cases, you may also need to answer a security question when you sign your forms. Certain forms are now subject to federal requirements for this additional verification.

However, if you are completing a form that does not require such verification, then you will see no change when signing your form.



Resetting security questions

You can change your security questions and their answers using eDEP.

To reset your security questions:

2. Log in to the [eDEP Online Filing system](#).
3. Select **My Profile > Update Security Questions**.

The **Set-up Security Questions** page displays:

Security Questions

Set-Up Security Questions

Please pick five questions from this list and type your answers. Your answers are not case-sensitive. Please do not use the same answer more than once.

* --- Select Security Question To Answer ---

In order to reset your security questions, you must answer 1 from your previous list of security questions.

What is your father's middle name?

Save My Answers

4. One at a time, select a question and enter a value in the field next to it. Try to keep the answers short as you must match the answer exactly when challenged with a security question.
5. Answer the security question at the bottom of the form. This is required when you update your security questions.
6. Click **Save My Answers** to save your changes.

Working with forms and transactions

To perform most actions in the eDEP Online Filing System ("eDEP"), you create a transaction. During the transaction creation process, you typically fill out one or more forms. In addition, you might attach files to the form, agree to terms, sign the transaction, and submit the entire package to the Well Driller Program for review.

Navigation

This section describes the button bars and transaction timeline that aid you in navigating eDEP's transaction process.

Transaction timeline

The *transaction timeline* is a series of arrows and links near the top of each page that helps you keep track of your progress while completing a transaction with eDEP. The transaction timeline appears in every page of the transaction workflow.

The following image shows an example transaction timeline:



The arrows and icons provide some insight into your progress:



A darker arrow (as shown) indicates a section that you have completed.



A lighter gray arrow indicates a section that you have not yet completed.

Forms

A blue, underlined label indicates that you can click the link to navigate to that page.



A green triangle below a link indicates that you are currently in that part of the process.

The following briefly describes each of the links in the transaction timeline:



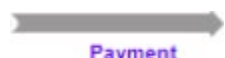
Navigates to the **Forms** page. This page lists the forms that you have completed.



Navigates to the **Attach Files** page. You can add or remove supporting documents on this page. For certifications, see [Step 3: Attaching supporting documents](#).



Navigates to the **Signature** page. You cannot change your signature or the date after you paid the application fee.



Navigates to the **Payment** page. This lets you confirm that your payment was successfully processed. This link only appears if the payment has been made.



Navigates to the **Summary & Receipt** page. This lets you confirm that you successfully sent your transaction for review. If you have not yet sent the transaction for review, this link appears as **Submit**.

When you complete a section of the transaction, the corresponding link becomes live so that you can navigate to that section from any transaction page.

You cannot click on a transaction timeline link if you haven't begun that section. For example, if you haven't begun attaching files, you cannot click **Attach Files**.

Button bars

In addition to the transaction timeline, eDEP provides the following button bars to aid your navigation:



The following buttons are available when you are working with forms.

Action	Navigation Type	Description
Form Editing		Checks the entire form for errors. eDEP highlights fields that contain errors in red and lists the errors at the bottom of the page.
Form Editing		Saves your progress while filling out the form. Remember to save often. After you save a form, you can return to it from the main landing page and continue editing it.
Form Editing		Links to additional information for the form you are currently working on.
Form Editing		Generates a PDF of the transaction. In some cases, you might print a form, such as when you need it to be notarized and a physical copy needs to be mailed in.
Form Editing		Exits the form and returns you to the Transaction Overview page. eDEP prompts you to save your changes.

The following buttons are available at the top of all pages within eDEP:

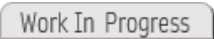
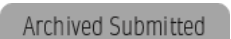
Action	Navigation Type	Description
eDEP Site Navigation		Brings you to the main landing page.
eDEP Site Navigation		Provides a list of options that edit your eDEP information, including changing passwords, applying for proof of identity, and updating your security questions.
eDEP Site Navigation		A list of forms that you can fill out. You will likely only select Well Driller from this list.
eDEP Site Navigation		Navigates to a page that provides information about supported browsers.
eDEP Site Navigation		Lists email notifications that your account has received from the Well Driller Program.



The following buttons are available when you are working on a transaction:

Action	Navigation Type	Description
Transaction Editing		Prints the current transaction that you are working on. To print other transactions, you can use the  tab, as described in Printing and downloading transactions .
Transaction Editing		Deletes the current transaction. Note that you cannot recover a transaction once it is deleted.
Transaction Editing		Not yet implemented.
Transaction Editing		Exits transaction navigation.

The following buttons are available when you use  to view transactions:

Action	Navigation Type	Description
Transaction Actions		Lists all transactions that have not yet been submitted for review. This tab is the default.
Transaction Actions		View transactions whose status is SUBMITTED. SUBMITTED transactions have been paid for and submitted for review within the last 90 days. Even after your application has been reviewed, the status of your transaction will be SUBMITTED.
Transaction Actions		Shows transactions that were sent for review more than 90 days ago.
Transaction Actions		Not yet implemented.
Transaction Actions		Not yet implemented.



Transaction statuses

All transactions have a status which indicates where in the lifecycle the transaction is at. The following table describes the transaction statuses:

Status	Description
PAID	Indicates that you have paid the application fee for your transaction but not yet submitted it for review.
SIGNED	Indicates that you have signed the transaction but not yet paid the application fee.
SUBMITTED	Indicates that you have paid the application fee and sent your transaction for review. Immediately after you send a transaction for review, eDEP changes the status to SUBMITTED.
WORK IN PROGRESS	Indicates that you are still working on a transaction. This status is assigned to a transaction when you first create it. This status is set until you sign the certification statement, pay the application fee, or submit the application for review.

Listing current transactions

You can work on more than one transaction at a time. As a result, you can use eDEP to view a list of all your transactions.

To view a list of your transactions:

1. Log in to the [eDEP Online Filing system](#).
2. Click  This is the default tab.

If this is the first time you are viewing the **Work in Progress** page, there will be no transactions listed. Instead, the page looks like the following:



Work In Progress Recent Submitted Archived Submitted Bulk Files Favorites

You may begin using eDEP. My eDEP will list all your transactions. You currently have no transactions.

To start, click the Forms menu above. Then select your form by category or pick All Forms.

Certain forms require a **Proof of Identity** form be submitted. Go to My Profile -> Proof of Identity for a list of Proofs.

Protect your Password!

- Do not reveal your password to others. Do not leave your password in plain sight. If your password security is compromised, you must inform DEP to deactivate the account.
- You are responsible for information submitted using your password. Remember, there may be significant penalties for submitting false information, including possible fines and imprisonment.

Protect your Security Questions!

- Please protect answers to your Security Questions. System will prompt you to provide answers to a randomly selected question at the time of a transmittal submission or user profile change..

If you have created transactions with your account, eDEP displays a list of transactions that are currently in progress, as the following example shows:

Only submitted transactions from the past 90 days are displayed by default. To view other transmittals, please apply additional filtering criteria. [Show Filter](#)

Work In Progress Recent Submitted Archived Submitted Bulk Files Favorites

Trans#	ID	Transaction	Private Note	Status	Last Update	Do to
☐ 1547525		Well Driller Certification and Recertification	Add Note	WORK IN PROGRESS	09/17/2024	Do to

The **Work in Progress** page shows the status of your transaction. When you first start working on a transaction, the status will be WORK IN PROGRESS. For more information, see [Transaction statuses](#).

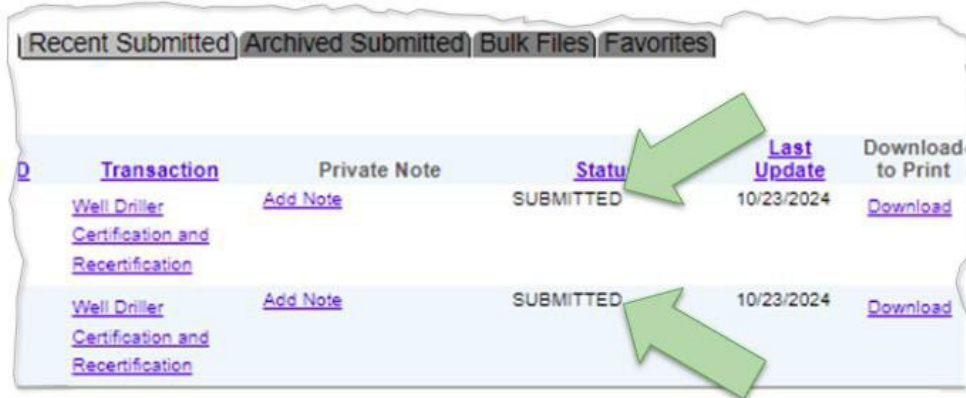
From the **Work in Progress** page, you can select a transaction and resume working on it. You can also add notes or download the transaction as a PDF. For more information, see [Adding notes to a transaction](#) and [Printing and downloading transactions](#).

You can sort the list of transactions by clicking on a column heading such as **Trans#**, **Status**, or **Last Update**.



3. To continue working on a transaction, click the link in the **Transaction** column.
4. To view recently submitted transactions, click **Recent Submitted**.

eDEP displays a list of transactions whose status is SUBMITTED:



Recent Submitted Archived Submitted Bulk Files Favorites					
<u>D</u>	<u>Transaction</u>	<u>Private Note</u>	<u>Status</u>	<u>Last Update</u>	<u>Download to Print</u>
	Well Driller Certification and Recertification	Add Note	SUBMITTED	10/23/2024	Download
	Well Driller Certification and Recertification	Add Note	SUBMITTED	10/23/2024	Download

The list of submitted transactions includes only those that you submitted within the last 90 days. You can drill down into specific transactions by applying a filter.

To apply a filter, click **Show Filter**.

Handling form errors

Most forms require certain fields be filled out and that some fields have logical values. As a result, eDEP checks the forms for errors before you can submit them.

You can trigger form validation in one of the following ways:

- **Form completion:** At the end of the form, **Error Check & Next** triggers eDEP to inspect all fields in the form for errors.
- **Check as you go:** Click **Error Check** at the top of any form page. You can click this button at any time to check your form for errors.

If eDEP encounters an error, it highlights the fields on the current page and lists all fields (on all pages) that have errors, as the following example shows:



[Demographic Info](#)
[Work Experience](#)
[Licensing & Compliance](#)

A. Applicant Information

First Name: Nick	Last Name: 	Home Address 1: Test	Home Address 2:
City/ Town: BOSTON	State: MASSACHUSETTS	ZIP Code: 02360	Email: example@example.com
Home Phone: (508)555-1212	Cell Phone: 	Fax: 	

B. Company Info

Company: Drill Example Co	Address 1: 1 Main Street	Address 2: 	City/ Town: BOSTON	State: MASSACHUSETTS
Zip Code: 02472	Company Phone: 	Ext: 	Cell Phone: 	
Email: example@example.com	Company Website: 	Fax: 		

<< Prev

Next >>

Error Message [Below are links where error(s) occurred]	Section Name	Description
A response to this question is required in order to continue.	Demographic Info	Section A LastName
A response to this question is required in order to continue.	Demographic Info	Section A Cell Phone
A response to this question is required in order to continue.	Demographic Info	Section B Company Phone
A response to this question is required in order to continue.	Work Experience	Section C Employer 1 Zip Code

You can quickly jump to the section listed under **Section Name** that has errors by clicking the links in the left sidebar:



Adding notes to transactions

You can add timestamped notes to a transaction. This can be helpful if multiple people are working on a transaction or you want to add reminders. You can add notes from the **Work in Progress** page.

To add a note to a transaction:

1. Log in to the [eDEP Online Filing system](#).
2. Click **My eDEP** and select the **Work In Progress** tab (the default).
3. eDEP displays a list of transactions that are currently in progress.
4. Click **Add Note** next to the transaction:



Trans#	ID	Transaction	Private Note	Status	Last Update	Download to Print
☒ 1547820		Well Driller Certification and Recertification	Add Note	WORK IN PROGRESS	10/13/2024	Download

5. eDEP displays a field for entering a note and instructions:

Transaction: 1547820

Form:

Add Note Here:
(Max. Characters: 150)

10/13/2024 12:00:00 AM

Save

Delete

Close Note

Instruction:

To Add/Edit: Type note & click Save.

To Delete: Click Delete.

Important: Only users with whom you share a transaction can view / edit / delete your note for that transaction.

Trans#	ID	Transaction	Private Note	Status	Last Update	Download to Print
☒ 1547820		Well Driller Certification and Recertification	Add Note	WORK IN PROGRESS	10/13/2024	Download

6. In the **Add Note Here** field, enter your note.
7. When you're done entering a note, click **Save** to save your note to the transaction.
- If you decide not to add the note, click **Delete**.

After you save a note, it appears in the **Private Note** column of the transactions list:

Trans#	ID	Transaction	Private Note	Status	Last Update	Download to Print
☐ 1547820		Well Driller Certification and Recertification	10/13/2024 12:00:00 AM Here is a note that adds information that might be helpful to you. Edit/Delete	WORK IN PROGRESS	10/13/2024	Download

You can change or remove the note by clicking **Edit/Delete** in the **Private Note** column.

Printing and downloading transactions

There are several ways you can download and/or print transactions in eDEP.

- Click **Print** while you are editing a form.
- Click **Print Transaction** while you are editing a transaction.
- Click the **Download** link next to any transaction on the **Work In Progress** tab. This section describes how to do this.

The **Work In Progress** tab shows a list of all your transactions. You can print a transaction or download one as a PDF from this page.



To print or download a transaction:

1. Log in to the [eDEP Online Filing system](#).
2. Click **My eDEP** (the default) and select **Work In Progress** (the default tab).
eDEP displays a list of all incomplete transactions (transactions that you saved as a draft or transactions that have not yet been reviewed).
3. Click the **Download** link next to the transaction that you want to print.
eDEP begins generating a PDF file:

Download to Print

 **Processing PDF file for you to save and/or print...**
Your request is currently being processed.
You may continue working while we process your transaction and return later to check the status

[Return to My eDEP](#)

While you are waiting for eDEP to finish generating the PDF, you can continue working. You can edit transactions and perform all other actions. If you edit a transaction, however, your new changes might not be reflected in the downloadable PDF.

When eDEP finishes generating the PDF, it presents you with the option to download the file, as the following example shows:

Download to Print

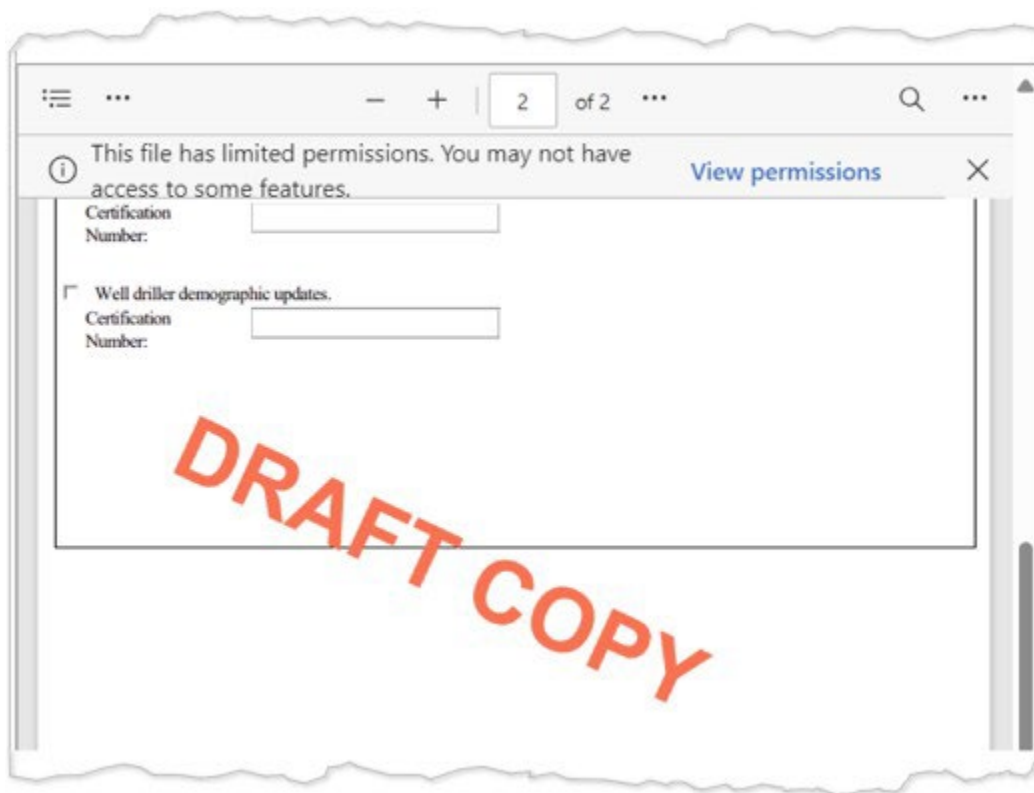
Your file is ready to download.

Transaction # 1547541

#	Approx. size (KB)	Download	Create Date	View Details
1	67471	download file	09/18/2024 12:18	view details

Form Name:
Well Driller Certification and Recertification()

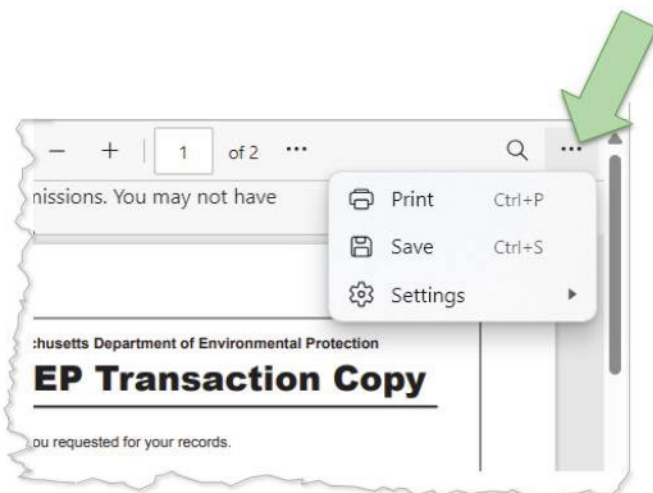
4. Click **Download File** to display the PDF.
If the transaction is not yet complete, you'll see a "DRAFT COPY" watermark on every page, as the following example shows:



5. Click one of the following icons to print or save the PDF:

-  Prints your transaction.
-  Saves the transaction to your local hard drive.

If you don't see these icons, click the three-dot menu and select one from the drop-down list:





Deleting a transaction

After you start a transaction, eDEP saves your progress as a draft. You also create a draft when you click **Save** in the transaction navigation bar.

If you no longer want to complete a transaction, you can delete it.

To delete a transaction:

1. Log in to the [eDEP Online Filing system](#).

2. Select **Work In Progress**. This is the default tab.

eDEP displays all transactions that have been created within the last 90 days. You can view older transactions by using the filters and selecting a broader date range.

3. Click the transaction that you want to delete. eDEP displays the **Transaction Overview** page for that transaction:

Transaction Overview Trans# 1547526 ID# Well Driller Certification and Recertification	
Forms Signature Submit	
Forms	
Print Transaction Delete Transaction Share Transaction Exit	
Errors Checked/Validated	Fill out the following forms for this transaction:
-	Well Driller Certification and Recertification
Next	

Depending on the state of the transaction, your **Transaction Overview** might look different.

4. Click **Delete Transaction**. eDEP challenges you to be sure that you want to delete the transaction:

eeadev.eea.state.ma.us says

Are you sure you want to delete this transaction?

OK Cancel

WARNING

You cannot recover a transaction once you delete it.

5. Click **OK**.

eDEP deletes the transaction and returns you to the **Work in Progress** page.



Initial Certification for well drillers

This section describes how to use eDEP Online Filing System ("eDEP") to apply for initial certification in Massachusetts. If you are already a certified well driller in Massachusetts and would like to renew your certification, please refer to the [Well Driller Recertification Instructions](#).

Before you use eDEP to submit an application for initial certification as a well driller:

- You must have an eDEP account, as described in [Creating an eDEP account](#).
- Check that your account contains your up to date information. If necessary, update the information as described in [Updating your eDEP account information](#).
- Allow pop-up windows for the eDEP website. For more information, see [Allowing pop-up windows](#).
- **Note that this section contains five subsections, one for each application type. There is no need to review other subsections besides the one for your application type. A brief summary of the requirements per application type is provided below.**



The general process for applying for well driller initial certification using the eDEP Online Filing System ("eDEP") is as follows:

- Step 1. Create a new transaction.
- Step 2. Fill out the Application of Initial Certification of Well Drillers form.
- Step 3. Attach supporting files.
- Step 4. Sign the certification statement.
- Step 5. Pay the application fee.
- Step 6. Send the transaction for review.

Each of these steps is described in the sections that follow.

TIP

If during this process you need additional guidance in using eDEP or preparing your application, see [Getting help](#).



Summary of Certification Application Types

1. General Well Driller Certificate – Standard

- Application Fee: \$200
- Required Attachments:
 - a. NGWA General Drilling Exam passing results (70% or higher); exam date must be within 2 years of application date
 - b. MassDEP Sworn Affidavit Confirming Well Driller Experience form (must be notarized)
 - c. Note: although Well Completion Reports (WCRs) do not need to be attached to this type of application, MassDEP will review its WCR records to ensure that a sufficient number (at least 12 per year over three years) list the applicant as the driller working under the recommending Massachusetts Certified Well Driller, who completes the affidavit (item b). Applications will be deemed incomplete if the required WCRs are not in MassDEP's records.

2. General Well Driller Certificate – Reciprocity via Licensure

- Application Fee: \$400
- Required Attachments:
 - a. NGWA General Drilling Exam passing results (70% or higher); exam date must be within 2 years of application date (N/A if exam was previously taken for an active license)
 - b. Valid well driller license or certificate from another state (issued to the individual applicant, not the applicant's company).
 - c. MassDEP Well Driller Reciprocity Questionnaire – The questionnaire must show the following: 1) the other state's licensing agency requirements are comparable to Massachusetts' requirements; 2) the well driller has been licensed for at least 3 years; and 3) the well driller is in good standing. Note: upon completion, this form should be emailed to MassDEP from the licensing agency and is not an attachment to the eDEP application.

3. General Well Driller Certificate – Reciprocity via NGWA Certification + 1 yr MA Experience*

- Application Fee: \$400
- Required Attachments:
 - a. Valid NGWA Well Driller Certificate and NGWA Certified Well Driller card.
 - b. MassDEP Sworn Affidavit Confirming Well Driller Experience form (must be notarized)
 - c. Note: although Well Completion Reports (WCRs) do not need to be attached to this type of application, MassDEP will review its WCR records to ensure that a minimum of 12 WCRs list the applicant as the driller working under the recommending Massachusetts Certified Well Driller, who completes the affidavit (item b). Applications will be deemed incomplete if the required WCRs are not in MassDEP's records.

***Note:** this certification pathway is intended for applicants with 2+ years of experience in another state that does not have comparable licensing/certification requirements to MA. It is not intended for applicants with 3 years of experience in MA; those applicants should apply via the Standard application type (see item #1 above).



4. Monitoring Well Driller Certificate

- Application Fee: \$200
- Required Attachments:
 - a. Valid NGWA Well Driller Certificate and NGWA Certified Well Driller card – The card lists acronyms that denote the NGWA exams passed by the driller. The card must indicate that both the NGWA General Drilling Exam and Exam M (Augering and Monitoring) have been passed.

5. Monitoring + CLGT Well Driller Certificate (for CLGT drillers who do not meet our general Well Driller Certificate requirements)**

- Application Fee: \$400
- Required Attachments:
 - a. NGWA Well Driller Certificate General Drilling Exam passing results (70% or higher); exam date must be within 2 years of application date
 - b. NGWA Exam M: Augering and Monitoring passing results (70% or higher); exam date must be within 2 years of application date
 - c. NGWA Vertical Closed Loop (VCL) Exam passing results (70% or higher); exam date must be within 2 years of application date
 - d. Valid CLGT driller license or certificate from another state (issued to the individual applicant, not the applicant's company).
 - e. MassDEP Well Driller Reciprocity Questionnaire – The questionnaire must show the following: 1) the other state's licensing agency requirements are comparable to Massachusetts' requirements; 2) the well driller has been licensed for at least 3 years; and 3) the well driller is in good standing. Note: upon completion, this form should be emailed to MassDEP from the licensing agency and is not an attachment to the eDEP application.
 - f. If items d and e are not applicable (e.g., the driller works in another country that does not require licensing), MassDEP may consider (on a case-by-case basis) accepting documentation of 3 or more years of CLGT drilling experience in lieu of items d and e. Documentation must be in the form of well completion reports/logs submitted to a government agency (at least 12 per year over three years) that are publicly available or available from the agency upon request.

**** Note:** all three general Well Driller Certificate application types (summarized above) should be explored before pursuing this option.



General Well Driller Certificate – Standard Application

STEP 1 Create a new transaction

Transactions in the eDEP Online Filing System ("eDEP") provide a way for you to track your progress during the application process. A transaction has one or more forms associated with it, plus supporting documentation and payment.

All transactions also have a unique number that you can use to find the transaction if you have more than one.

When your transaction is complete, you can send it to the eDEP Online Filing System ("eDEP") for review.

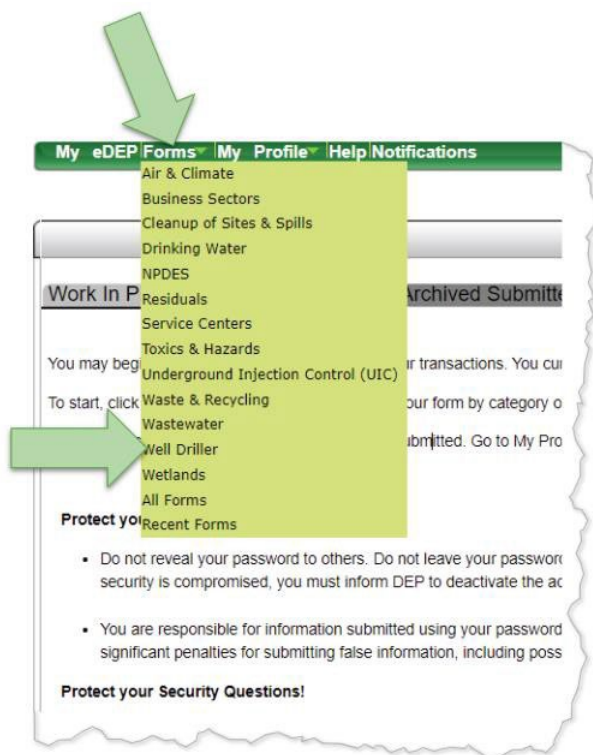
NOTE:

Before you continue, be sure that you have met the prerequisites. This includes having an eDEP account. For more information, see [Before you begin](#).

The first step in applying for initial certification as a well driller is to create a new transaction in eDEP.

To create a new transaction:

1. Log in to the [eDEP Online Filing system](#).
For more information, see [Logging in to your eDEP account](#).
2. Select **Forms > Well Driller**:





eDEP displays the **Well Driller** page.

- Click **Start Transaction** next to "Well Driller Certification and Recertification":

Well Driller

Instructions: Find the form you want to complete below. Then click the button to the far right of the form name in the same row.

Form Name	Description	Instructions
Well Completion Reports	Well Completion Reports	Start Transaction
Well Driller Certification and Recertification	Well Driller Certification and Recertification	Start Transaction

eDEP creates a new transaction and displays the **Forms** page.

Notice that eDEP assigned the new transaction a unique number:

Transaction Overview Trans# 1547526 ID# Well Driller Certification and Recertification

Forms

Print Transaction Delete Transaction Share

Errors Checked/Validated	Fill out the following forms for this transaction:
—	Well Driller Certification and Recertification

- Click **Next** or the "Well Driller Certification and Recertification" form link in the list:



Transaction Overview Trans# 1547526 ID# Well Driller Certification and Recertification

[Forms](#) ▲

Forms

[Print Transaction](#) [Delete Transaction](#) [Share](#)

Errors Checked/ Validated	Fill out the following forms for this transaction:
—	Well Driller Certification and Recertification





The **Well Driller Certification and Recertification** form displays:

	Massachusetts Department of Environmental Protection Well Driller Menu Well Driller Certification and Recertification
☐ Online certification. Certification Class:	
☐ Recertification. Certification Number:	
☐ Well driller demographic updates. Certification Number:	

This is a simple form in which you choose the type of certification that you are applying for.

5. Because you are applying for initial certification

(a) Select the **Online certification** checkbox and

(b) Select the certification application type that applies to you from the dropdown menu:



MassDEP's Online Filing System

Well Driller Certification and Recertification - Transaction #1562915

Error Check

Save

Instructions

Print

Exit



Massachusetts Department of Environmental Protection

Well Driller Menu

Well Driller Certification and Recertification



☒ Online certification.

Certification Class:



☐ Recertification.

Certification Number:

Well driller demographic updates

Certification Number:

(a)

Select Certification Type

- General Well Driller Certificate – Standard Application
- General Well Driller Certificate – Reciprocity via Licensure
- General Well Driller Certificate – Reciprocity via NGWA Certification + 1-yr MA Experience
- Monitoring Well Driller Certificate
- Monitoring Well + CLGT Driller Certificate

(b)

Error Check & Next

In this case choose General Well Driller Certificate – Standard Application

6. Click **Error Check & Next**.

Transaction Overview Trans# 1562915 ID# Well Driller Certification and Recertification

Forms → Attach Files → Signature → Submit

Forms

Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/Validated	Fill out the following forms for this transaction:
✓	Well Driller Certification and Recertification
–	Well Driller Operation: Certification

Next

Congratulations!

You have created a new transaction and successfully filled out the first form. The next step is to [fill out the main application form](#).



STEP 2 Fill out the forms

After you create a new transaction, you must enter information in the *Initial – General Well Driller Certificate – Standard Application* form using the eDEP Online Filing System ("eDEP").

To fill out the *Initial – Well Driller Certification* form:

1. From the **Forms** page, click **Next**.

If you're not on the **Forms** page, return to it by clicking **My eDEP** and then the transaction you just created in the list.

The *Initial – Well Driller Certification* form displays:



MassDEP's Online Filing System

Well Driller Operation: Certification - Transaction #1562915

[Error Check](#) [Save](#) [Print](#) [Exit](#)



Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program
BRP WS 38a
[Initial - Well Driller Certification](#)

[Demographic Info](#)
[Work Experience](#)
[Licensing & Compliance](#)

A. Applicant Information

First Name:	Last Name:	Home Address 1:	Home Address 2:
City/ Town:	State:	ZIP Code:	Email
BOSTON	MASSACHUSETTS		
Home Phone	Cell Phone	Fax	

B. Company Info

Company			
Address 1:	Address 2:	City/ Town:	State:
		BOSTON	MASSACHUSETTS
Zip Code:	Company Phone:	Ext	Cell Phone
Email	Company Website	Fax	

[<< Prev](#) [Next >>](#)



Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program

BRP WS 38a

Initial - Well Driller Certification

[Demographic Info](#)

[Work Experience](#)

[Licensing & Compliance](#)

C. Work Experience

Employer 1 Details

Employer Name

Address

City

State

ZipCode

Phone

Date From

Date To

Duties and Responsibilities

Employer 2 Details

Employer Name

Address

City

State

ZipCode

Phone

Date From

Date To

Duties and Responsibilities

Employer 3 Details

Employer Name

Address

City

State

ZipCode

Phone

Date From

Date To

Duties and Responsibilities





Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program
BRP WS 38a
Initial - Well Driller Certification

[Demographic Info](#)
[Work Experience](#)
[Licensing & Compliance](#)

D. Licensing

NGWA Certification Information (if applicable):

Certification Number	Issued since

Out of State License Information (if applicable):

Issuing State or Authority	Title and number	License first issued date	In good standing
			☐ Yes ☐ No

Did license require passing the NGWA General Drilling exam? ☐ Yes ☐ No

E. Statement of Tax Compliance

Massachusetts General Laws Chapter 62C, §47A and §49A, Administrative Provisions Relative to State Taxation apply to anyone seeking to be registered as a well driller in Massachusetts. These provisions require that any person applying for registration or renewal must certify under penalties of perjury that they have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Company owner or other official

<< Prev

Error Check & Next

The *Initial – Well Driller Certification* form has the following sections:

- A: Driller Information
- B: Company Information
- C: Work Experience
- D: Licensing
- E: Statement of Tax Compliance

You must fill out all the required fields of this form before you can continue. Each of these sections is described below.



A: Driller Information

Enter information about yourself in the **Driller Information** section A of the *Initial – Well Driller Certification* form:

A. Applicant Information			
First Name:	Last Name:	Home Address 1:	Home Address 2:
City/ Town:	State:	ZIP Code:	Email
BOSTON	MASSACHUSETTS		
Home Phone	Cell Phone	Fax	

The required fields are as follows:

- First Name
- Last Name
- Home Address 1
- City/Town
- State
- ZIP Code
- Email
- Home Phone (list your cell phone if you do not have a home phone)
- Cell Phone (list your home phone if you do not have a cell phone)



B: Company Information

Enter data about your company in the **Company Information** section of the *Initial – Well Driller Certification* form.

All fields except **Address 2**, **Company Website**, **Fax** and **Ext** are required.

If you are currently not affiliated with a company, enter “self-employed” in the **Company** field. If you do not have a work email address, enter your personal email address in the **Email** field.

B. Company Info

Company 			
Address 1: 	Address 2: 	City/ Town: BOSTON	State: MASSACHUSETTS
Zip Code: 	Company Phone: 	Ext 	Cell Phone
Email 	Company Website 	Fax 	

C: Work Experience

Enter data about your work experience in the **Work Experience** section of the *Initial – Well Driller Certification* form. All fields in the “Employer 1 Details” subsection are required.



Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program

BRP WS 38a

Initial - Well Driller Certification

[Demographic Info](#)

[Work Experience](#)

[Licensing & Compliance](#)

C. Work Experience

Employer 1 Details

Employer Name

Address

City

State

ZipCode

Phone

Date From

Date To

Duties and Responsibilities

Employer 2 Details

Employer Name

Address

City

State

ZipCode

Phone

Date From

Date To

Duties and Responsibilities

Employer 3 Details

Employer Name

Address

City

State

ZipCode

Phone

Date From

Date To

Duties and Responsibilities



D: Licensing

Enter data about your licensing in the **Licensing** section of the *Initial – Well Driller Certification* form, as applicable. None of the Section D fields are required.



MassDEP's Online Filing System

Well Driller Operation: Certification - Transaction #1562915

[Print](#)

[Exit](#)



Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program

BRP WS 38a

Initial - Well Driller Certification

[Demographic Info](#)

[Work Experience](#)

[Licensing & Compliance](#)

D. Licensing

NGWA Certification Information (if applicable):

Certification Number

Issued since

Out of State License Information (if applicable):

Issuing State or Authority

Title and number

License first issued date

In good standing

☐ Yes ☐ No

No

Did license require passing the NGWA General Drilling exam?

☐ Yes ☐ No

E: Statement of Tax Compliance

Enter the name of your company owner or other official in the **Statement of Tax Compliance** section of the *Initial – Well Driller Certification* form.

E. Statement of Tax Compliance

Massachusetts General Laws Chapter 62C, §47A and §49A, Administrative Provisions Relative to State Taxation apply to anyone seeking to be registered as a well driller in Massachusetts. These provisions require that any person applying for registration or renewal must certify under penalties of perjury that they have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Company owner or other official

JOHN SMITH

[Back](#)



Validating your application

After you filled out all sections of the *Initial – Well Driller Certification* form, you must check it for errors.

To check your form for errors:

1. Click **Error Check & Next** at the bottom of the form.

eDEP validates all information that you entered into the form. For example, eDEP checks that you entered a value in all the required fields. In addition, eDEP checks some fields for validity; for example, phone number fields require 10 digits.

2. If there are any errors in Sections A through E, eDEP reports them in red at the bottom of the page below Section E:



MassDEP's Online Filing System

Well Driller Operation: Certification - Transaction #1562915

Error Check

Save

Print

Exit



Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program
BRP WS 38a
Initial - Well Driller Certification

[Demographic Info](#)

[Work Experience](#)

[Licensing & Compliance](#)

D. Licensing

NGWA Certification Information (if applicable):

Certification Number Issued since

Out of State License Information (if applicable):

Issuing State or Authority Title and number License first issued date In good standing ☐ Yes ☐ No

Did license require passing the NGWA General Drilling exam? ☐ Yes ☐ No

E. Statement of Tax Compliance

Massachusetts General Laws Chapter 62C, §47A and §49A, Administrative Provisions Relative to State Taxation apply to anyone seeking to be registered as a well driller in Massachusetts. These provisions require that any person applying for registration or renewal must certify under penalties of perjury that they have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Company owner or other official

Tom Hinchliffe

<< Prev

Error Check & Next

Error Message [Below are links where error(s) occurred]	Section Name	Description
A response to this question is required in order to continue.	Demographic Info	Section A Home Address1
A response to this question is required in order to continue.	Demographic Info	Section A Zip Code
A response to this question is required in order to continue.	Demographic Info	Section B Company Phone

3. Correct any errors, return to this page, and click **Error Check & Next** again.

NOTE:

Do not use your browser's Back button to return to Sections A through C.

Instead, please click the Demographic Info link in the upper lefthand corner of the page to edit Sections A or B, or click the Work Experience link to edit Section C, as the following example shows:



MassDEP's Online Filing System

Well Driller Operation: Certification - Transaction #1562915

Error Check

Save

Print

Exit



Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program
BRP WS 38a
Initial - Well Driller Certification

[Demographic Info](#)

[Work Experience](#)

[Licensing & Compliance](#)

D. Licensing

NGWA Certification Information (if applicable):

Certification Number

Issued since

Out of State License Information (if applicable):

Issuing State or Authority

Title and number

License first issued date

In good
standing

☐ Yes ☐

No

Did license require passing the NGWA General Drilling exam?

☐ Yes ☐ No

E. Statement of Tax Compliance

Massachusetts General Laws Chapter 62C, §47A and §49A, Administrative Provisions Relative to State Taxation apply to anyone seeking to be registered as a well driller in Massachusetts. These provisions require that any person applying for registration or renewal must certify under penalties of perjury that they have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Company owner or other official

Tom Hinchliffe

<< Prev

Error Check & Next

Error Message [Below are links where error(s) occurred]	Section Name	Description
A response to this question is required in order to continue.	Demographic Info	Section A Home Address1
A response to this question is required in order to continue.	Demographic Info	Section A Zip Code
A response to this question is required in order to continue.	Demographic Info	Section B Company Phone



If there are no errors, eDEP returns you to the **Forms** page:

The screenshot shows the eDEP interface. At the top, there's a navigation bar with links: [MassDEP Home](#), [Contact](#), and [Privacy Policy](#). Below this is a green bar with navigation links: [My eDEP Forms](#), [My Profile](#), and [Help Notifications](#). The main content area is titled "Transaction Overview" with details: Trans# 1562915 ID# Well Driller Operation: Certification. A progress bar shows steps: Forms (active), Attach Files, Signature, and Submit. Below the progress bar, there's a section titled "Forms" with a table showing the status of forms. The table has two columns: "Errors Checked/ Validated" and "Fill out the following forms for this transaction:". The first row shows a green checkmark and the link "Well Driller Certification and Recertification". The second row shows a green checkmark and the link "Well Driller Operation: Certification". To the right of the table are buttons: "Print Transaction", "Delete Transaction", "Share Transaction", and "Exit". At the bottom right of the table is a "Next" button.

Errors Checked/ Validated	Fill out the following forms for this transaction:
✓	Well Driller Certification and Recertification
✓	Well Driller Operation: Certification

Notice that there is now a ✓ next to each form link indicating that you have successfully completed that form.

Congratulations!

You have successfully filled out the *Initial – Well Driller Certification* form. The next step is to add supporting documentation to your transaction, as described in [Attach supporting documents](#).



STEP 3 Attach supporting documents

After you have completed all sections of the *Initial – Well Driller Certification* form, you can attach files that support your application in the eDEP Online Filing System ("eDEP").

Note: in some cases, the required attachments will differ from those indicated on the eDEP attachments page. Please contact MassDEP at 617-292-5770 or program.director-dwp@mass.gov before beginning your eDEP application to verify the attachments that are appropriate for your circumstances.

The files you attach can be either paper based or electronic. For electronic files, you can upload the following types using eDEP

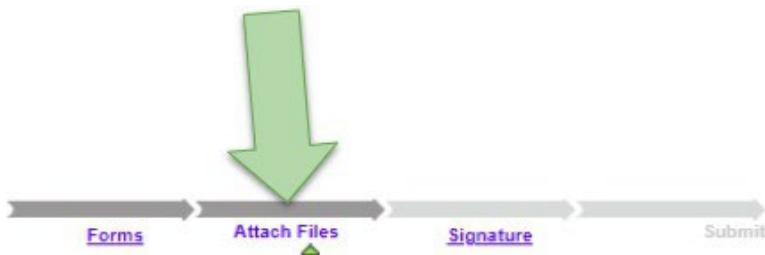


- DOC
- DOCX
- GIF
- HTML
- JPG/JPEG
- PDF
- RTF
- TIFF
- TXT
- XLS
- XLSX
- XML
- ZIP

To attach files to your application:

1. Click **Next** from the **Forms** page to navigate to the **Attach Files** page.

If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Attach Files** link in the transaction timeline:



If this is the first time you have been to the **Attach Files** page for this transaction, eDEP allows you to attach files or send them by mail, as shown below. **Note: MassDEP strongly recommends attaching files electronically to avoid application processing delays.**

Also note that this application type typically requires submitting your passing (70% or higher) score on the NGWA General Drilling Exam. The exam date must be within two years of the application date.



MassDEP's Online Filing System

[MassDEP Home](#) | [Contact](#) | [Privacy Policy](#)

Username: TOMHINCH
Nickname: TOM H [LOG OFF](#)

[My eDEP Forms](#) ▾ [My Profile](#) ▾ [Help Notifications](#)

Transaction Overview Trans# 1562930 ID# Well Driller Operation: Certification

[Forms](#) → [Attach Files](#) → [Signature](#) → [Submit](#)

Attach Files

[Exit](#)

You may attach your files here or send them by mail

	Send File Electronically *	Send By Mail
NGWA General Drilling Exam	Choose File No file chosen	☐
Affidavit (3-yr MA experience)	Choose File No file chosen	☐

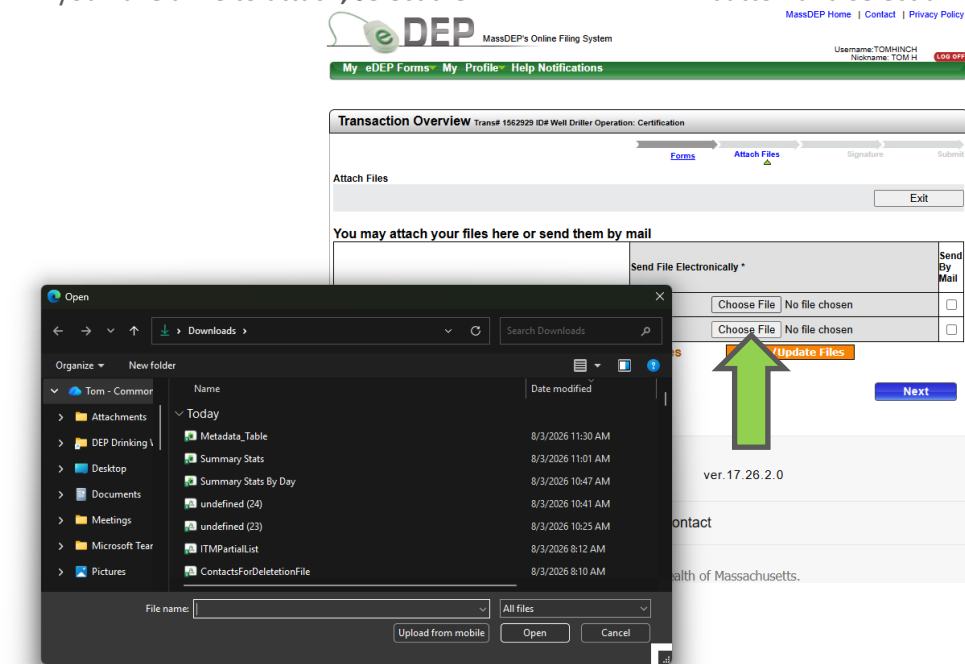
To attach files you must click attach/update files

[Attach/Update Files](#)

[Next](#)

**Filers are required to send all files under 50 MB electronically*

- 2 If you have a file to attach, select the [Choose File](#) button and select a file to attach:





- 3 Otherwise, check **Send By Mail** (note that attaching electronic files is the preferred method):

Transaction Overview Trans# 1562930 ID# Well Driller Operation: Certification

Forms → **Attach Files** → Signature → Submit

Attach Files

Exit

You may attach your files here or send them by mail

	Send File Electronically *	Send By Mail
NGWA General Drilling Exam	Choose File No file chosen	☒
Affidavit (3-yr MA experience)	Choose File No file chosen	☒

To attach files you must click attach/update files

**Filers are required to send all files under 50 MB electronically*

- 4 When done attaching or selecting send by mail, be sure to click

Transaction Overview Trans# 1562915 ID# Well Driller Operation: Certification

Forms → **Attach Files** → Signature → Submit

Attach Files

Exit

You may attach your files here or send them by mail

	Send File Electronically *	Send By Mail
NGWA General Drilling Exam	View Remove	☐
Affidavit (3-yr MA experience)	View Remove	☐

To attach files you must click attach/update files

**Filers are required to send all files under 50 MB electronically*



- 5 When you're done attaching files, you might have a list that looks like the following:

Transaction Overview Trans# 1562915 ID# Well Driller Operation: Certification

Forms Attach Files Signature Submit

Attach Files

Exit

You may attach your files here or send them by mail

	Send File Electronically *	Send By Mail
NGWA General Drilling Exam	View Remove	☐
Affidavit (3-yr MA experience)	View Remove	☐

To attach files you must click attach/update files Attach/Update Files

Next

**Filers are required to send all files under 50 MB electronically*

Note: although Well Completion Reports (WCRs) do not need to be attached to this type of application, MassDEP will review its WCR records to ensure that a sufficient number (at least 12 per year over three years) list the applicant as the driller working under the recommending Massachusetts Certified Well Driller, who completes the affidavit that must be attached to the application. Applications will be deemed incomplete if the required WCRs are not in MassDEP's records.

- 6 Click **Next** and proceed to [Step 4: Sign the certification statement](#).
Congratulations!

You have added files to support your application for initial certification. The next step is to [sign the certification statement](#).



STEP 4 Sign certification statement

After you finish attaching supporting documentation to the *Initial – Well Driller Certification* form, you must sign the certification statement using the eDEP Online Filing System ("eDEP"). By signing, you acknowledge that you have read and agree with the statement on the **Signature** page.

To sign and accept the certification statement:

1. Click **Next** from the **Attach Files** page to navigate to the certification **Signature** page.

If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Signature** link in the transaction timeline:



The **Signature** page displays.

Transaction Overview Trans# 1562927 ID#

Forms Attach Files **Signature** Submit

Signature Exit

Please select the box below and then indicate your acceptance.

Well Driller Operation: Certification - 1 Form(s)

☐ SIGNATURE 1 (a)

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision and that the information submitted is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of revocation of any certification or permit issued to this application for knowing violations.

By entering my name I acknowledge that I have read and agree with the certification statement.

Signature of Applicant A Well Driller Date 08/03/2026 (c)

(b)

I accept I do not accept

The arrows in the above image highlight the (a) **SIGNATURE 1** checkbox, (b) where to sign your name, and (c) where to update the date:

2. On the **Signature** page, select the **SIGNATURE 1** checkbox.
3. Enter your name in the **Signature of Applicant** field.
4. Click **I accept**.



eDEP returns you to the **Forms** page:



MassDEP's Online Filing System

[MassDEP Home](#) | [Contact](#) | [Privacy Policy](#)

Username: TOMHINCH
Nickname: TOM H

[LOG OFF](#)

[My eDEP Forms](#) ▾ [My Profile](#) ▾ [Help Notifications](#)

Transaction Overview **Trans# 1562915 ID#** **Well Driller Operation: Certification**

Forms

Attach Files

Signature

Payment

Submit

Print Transaction

Delete Transaction

Share Transaction

Exit

Errors Checked/ Validated	Fill out the following forms for this transaction:
✓	Well Driller Certification and Recertification
✓	Well Driller Operation: Certification

Next

Notice that in the transaction timeline, the **Forms**, **Attach Files**, and **Signature** links all have darker arrows above them which indicates that those steps are completed.

If you were to exit out of the application and look at your transaction in the transaction list of the **Work In Progress** tab on your “My eDEP” homepage, you would see that your transaction’s status has changed from WORK IN PROGRESS to SIGNED:

Only submitted transactions from the past 90 days are displayed by default.
To view other transmittals, please apply additional filtering criteria.

[Work In Progress](#) [Recent Submitted](#) [Archived Submitted](#) [Bulk Files](#) [Favorites](#)

Trans#	ID	Transaction	Private Note	Status
☐ 1547950		Well Driller Certification and Recertification	Add Note	SIGNED

Congratulations!

You have successfully signed your certification statement. The next step is to [pay the application fee](#).



STEP 5

Pay application fee

The application fee is \$200 for an initial **General Well Driller Certificate – Standard Application**. This fee is non-waivable. For more information, see 310 CMR 46.03 (4).

Before You Begin

To ensure that the nCourt payment processing page opens in your browser, enable pop-up windows in your browser for the eDEP website.

For more information, see [Allowing pop-up windows](#).

To pay the application fee:

1. From the **Forms** page, click to navigate to the **Payment** page.

If you're not on that page, click, select the transaction in the list, and then click the **Payment** link in the transaction timeline:



eDEP displays the **Payment** page with the **Payment amount** for your transaction calculated for you:

MassDEP Home | Contact | Privacy Policy

Username: TOMHINCH
Nickname: TOM H Log Off

My eDEP Forms My Profile Help Notifications

Transaction Overview Trans# 1562915 ID# Well Driller Operation: Certification

Forms Attach Files Signature **Payment** Submit

Payment Exit

DEP TRANS # 1562915

Payment Type Credit Card/ACH

Payment amount: 200.00

Continue Cancel

The “Credit Card/ACH” option is selected by default for **Payment Type**. It is currently the only method of payment supported.



2. Click **Continue**.

eDEP launches the payment process in a new browser window. This process is managed by nCourt:

Payment

Receipt

Receipt

Payment

You have elected to pay for the following item(s).

Description	Attendee	Amount
DEP Tracking ID: 1563019 - Well Driller Operation: Certification	eDEP Online Filling System Test	\$200.00
		\$200.00

Service Fee: \$5.18
Total Amount Due: \$205.18

A convenience fee will be applied depending on payment method selected. Review the total payment amount after entering your payment information.

Billing Information

☐ International Address

Company Name
Tom's Well Drilling

OR

First Name
Bob

Last Name
Smith

Address 1
100 CAMBRIDGE STREET

Address 2
Enter Address Line 2

Zip
02114

City
BOSTON

State/Territory
Massachusetts

Phone Number
() -

Email
tom.hinchliffe@mass.gov

Confirm Email
tom.hinchliffe@mass.gov

Payment Information

☒ Credit/Debit Card ☐ Electronic Check/ACH

Card Type
VISA AMERICAN EXPRESS MasterCard DISCOVER

Card Number
[REDACTED]

CVV Code
[REDACTED]

Expiration
11 2026

Check to accept both the Commonwealth of Massachusetts and nCourt Terms Agreements.
☒ I Accept

Grab more for other types.



If the payment processing page does not open in your browser, be sure to enable pop-up windows for the eDEP domain. For more information, see [Allowing pop-up windows](#).

3. On the nCourt **Payment** page, fill out the **Billing Information** section. Enter *either* the name of your company or your first and last name. If you enter both, you'll get an error.

NOTE:

Do not enter both the Company Name and First / Last Names. Enter just one of these options.

Note that the following fields are required:

- **Company Name OR First/Last Name**
 - **Address 1**
 - **ZIP Code**
 - **City**
 - **Phone Number**
 - **Email** (and its confirmation)
3. In the **Payment Information** section, select one of the following payment options:
 - a. Credit/Debit Card: You'll enter your credit or debit card's details. This is the default.
 - b. Electronic Check/ACH: You'll enter your bank's routing number and your account number.
 4. Enter your credit card or bank account details.
 5. Under the payment details, check ☐ **I Accept** to acknowledge that you have read and understand the terms of the payment.
 6. If you want a text notification of your payment, enter your cell phone number at the bottom of the page in the **Mobile Number** field (nCOURT will send you an email receipt automatically):

Important Information

Please provide the correct billing address associated with the account being used to make the payment.

To receive an email confirmation of your payment, please include a valid email address.

If you would like a text notification payment confirmation sent to your mobile phone, enter the following:

Mobile Number

7. Click. **Submit Payment**

If the payment was successful, eDEP displays the **Payment Confirmation** page:



MassDEP's Online Filing System

[MassDEP Home](#) | [Contact](#) | [Privacy Policy](#)

Username: TOMHINCH
Nickname: TOM H

[LOG OFF](#)

[My eDEP Forms](#) [My Profile](#) [Help Notifications](#)

Transaction Overview **Trans# 1562915 ID# Well Driller Certification and Recertification**

Forms

Signature

Payment

Submit

Payment

print

Exit

Payment Confirmation

Thank you. Your payment has been received and payment receipt has been emailed.

DEP TRANS # 1562915

Payment Amount: \$200

Payment Date: 7/28/2026 2:45:50 PM

DEP Payment Confirmation ID: 4af44edb-c1c7-4cb7-91ce-ea3c085493b6

Note: Payment received after 3:30pm will not be posted until the next business day.

Next

Notice that in the transaction timeline, **Forms**, **Signature**, and **Payment** are completed (indicated by a darker arrow), and the remaining step is **Submit**.

Congratulations!

You have successfully paid the application fee. The next step is to submit your transaction to the Well Driller Program for review, as described in [Send transaction for review](#).



STEP 6 Send transaction for review

The final step in applying for certification using the eDEP Online Filing System ("eDEP") is to send your completed transaction to the Well Driller Program for review. (A transaction is sometimes called a submittal.)

To send your transaction for review:

1. From the **Payment Confirmation** page, click **Next** to navigate to the **Review and Submit Your Transaction** page.

If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Submit** link in the transaction timeline:





eDEP displays the **Review and Submit your Transaction** page

MassDEP Home | Contact | Privacy Policy

Username: TOMHINCH
Nickname: TOM H **LOG OFF**

My eDEP Forms My Profile Help Notifications

Transaction Overview Trans# 1563019 ID# Well Driller Certification and Recertification

Forms Signature Payment **Submit**

Review and Submit your Transaction

Exit

Please review your transaction. If you are satisfied, scroll down and click submit.

Submit

An email confirmation will be automatically sent to the owner of this account at
tom.hinchliffe@mass.gov
If you would like to send this confirmation to others please enter their address below
separated by a semicolon;

DEP Transaction ID: 1563019
Date and Time Submitted: 08/25/2026 03:15:52 PM
Other Email :

DEP Transaction ID: 1563019
Date and Time Submitted: 08/25/2026 03:15:52 PM
Other Email :

Form Name: Well Driller Certification and Recertification
Form Name: Well Driller Operation: Certification

Ancillary Document Uploaded/Mailed
Affidavit (3-yr MA experience) - Uploaded (CP (8).pdf)
NGWA General Drilling Exam - Uploaded (CP (5).pdf)

Submit

MassDEP Home | Contact | Privacy Policy

MassDEP's Online Filing System ver.17.26.0.0© 2026 MassDEP

2. *Carefully* review the information on this page.
3. Optionally add people to whom you want a confirmation email sent as well. To do this, enter their email addresses.

If you enter more than one email address, separate them with semi-colons, as the following example shows:

fred@example.com;alice@example.com;tom@

4. Click **Confirm**.

Your submittal has been sent for review. eDEP displays the Receipt page:



eDEP

MassDEP's Online Filing System

[MassDEP Home](#) | [Contact](#) | [Privacy Policy](#)

Username: TOMHINCH
Nickname: TOM H

[LOG OFF](#)

[My eDEP Forms](#) [My Profile](#) [Help Notifications](#)

Receipt

[Forms](#) [Signature](#) [Payment](#) [Receipt](#)

Summary/Receipt

[print receipt](#) [Exit](#)

Your submission is complete. Thank you for using DEP's online reporting system. You can select "My eDEP" to see a list of your transactions.

DEP Transaction ID: 1562915
Date and Time Submitted: 7/28/2026 2:47:09 PM
Other Email :

DEP Transaction ID: 1562915
Date and Time Submitted: 7/28/2026 2:47:09 PM
Other Email :

Form Name: Well Driller Certification and Recertification
Form Name: Well Driller Operation: Certification

Ancillary Document Uploaded/Mailed
Affidavit (3-yr MA experience) - Uploaded (Rutland Zone A Map.jpg)
NGWA General Drilling Exam - Uploaded (Rutland Zone A Map.jpg)

[My eDEP](#)

5. Optionally print the receipt by clicking [Print Receipt](#) or taking a screenshot of the page.

Congratulations!

You have successfully submitted your application for certification for review. You should receive an eDEP confirmation email within 10 minutes.



General Well Driller Certificate – Reciprocity via Licensure

Note: prior to beginning this type of application in eDEP, download the [MassDEP Well Driller Reciprocity Questionnaire](#). Complete Section A of the questionnaire. Next, submit the form to the state agency that issued your current license and request that they complete Sections B and C. The licensing agency should then email the completed questionnaire to MassDEP. MassDEP will contact you to let you know whether you are eligible for MA certification using your current license.

STEP 1

Create a new transaction

Transactions in the eDEP Online Filing System ("eDEP") provide a way for you to track your progress during the application process. A transaction has one or more forms associated with it, plus supporting documentation and payment.

All transactions also have a unique number that you can use to find the transaction if you have more than one.

When your transaction is complete, you can send it to the eDEP Online Filing System ("eDEP") for review.

NOTE:

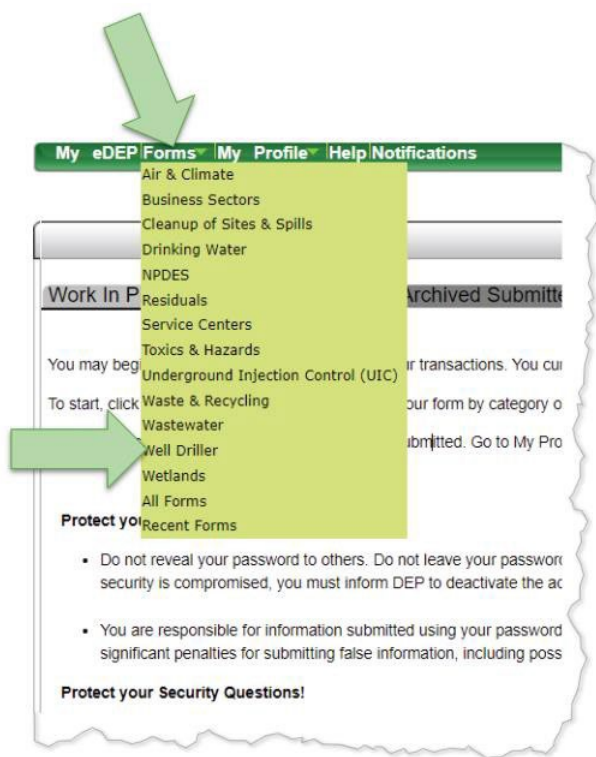
Before you continue, be sure that you have met the prerequisites. This includes having an eDEP account.

For more information, see [Before you begin](#).

The first step in applying for initial certification as a well driller is to create a new transaction in eDEP.

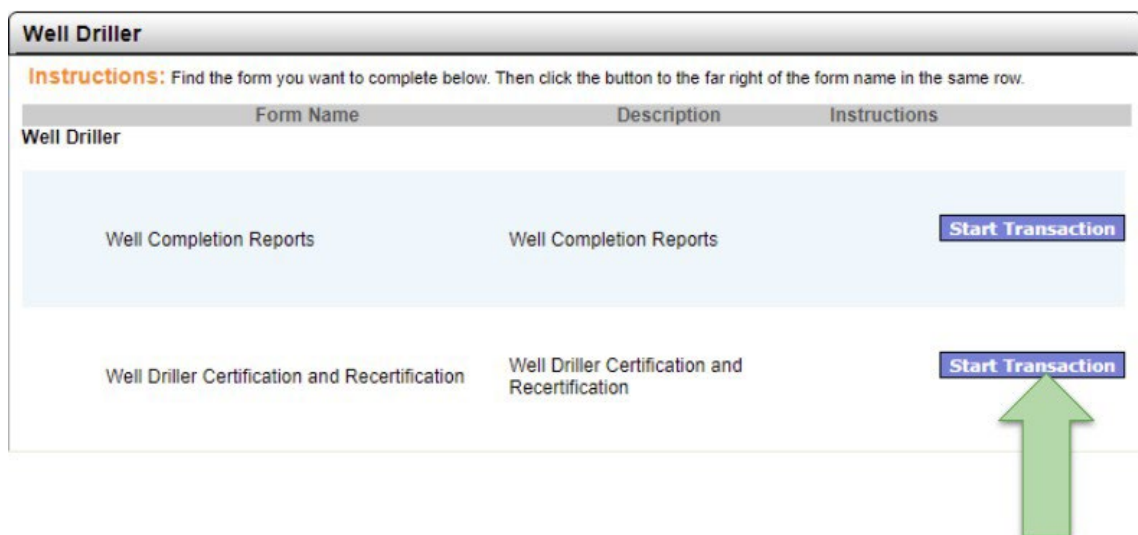
To create a new transaction:

- 1 Log in to the [eDEP Online Filing system](#).
For more information, see [Logging in to your eDEP account](#).
- 2 Select **Forms > Well Driller**:



eDEP displays the **Well Driller** page.

- 3 Click **Start Transaction** next to "Well Driller Certification and Recertification":



eDEP creates a new transaction and displays the **Forms** page.

Notice that eDEP assigned the new transaction a unique number:



Transaction Overview Trans# 1547526 ID# Well Driller Certification and Recertification

Forms 

Forms

Print Transaction Delete Transaction Share

Errors Checked/ Validated	Fill out the following forms for this transaction:
—	Well Driller Certification and Recertification

1. Click **Next** or the "Well Driller Certification and Recertification" form link in the list:

Transaction Overview Trans# 1547526 ID# Well Driller Certification and Recertification

Forms 

Forms

Print Transaction Delete Transaction Share

Errors Checked/ Validated	Fill out the following forms for this transaction:
—	Well Driller Certification and Recertification





The **Well Driller Certification and Recertification** form displays:

Massachusetts Department of Environmental Protection
Well Driller Menu
Well Driller Certification and Recertification

☐ Online certification.
Certification Class:

☐ Recertification.
Certification Number:

☐ Well driller demographic updates.
Certification Number:

This is a simple form in which you choose the type of certification that you are applying for.

- 4 Because you are applying for initial certification
 - a. Select the **Online certification** checkbox and
 - b. Select the certification application type that applies to you from the dropdown menu:



MassDEP's Online Filing System

Well Driller Certification and Recertification - Transaction #1562915

Error Check

Save

Instructions

Print

Exit



Massachusetts Department of Environmental Protection

Well Driller Menu

Well Driller Certification and Recertification



☒ Online certification.

Certification Class:

Recertification.

Certification Number:

Well driller demographic updates

Certification Number:

(a)

Select Certification Type

- General Well Driller Certificate – Standard Application
- General Well Driller Certificate – Reciprocity via Licensure
- General Well Driller Certificate – Reciprocity via NGWA Certification 1-yr MA Experience
- Monitoring Well Driller Certificate
- Monitoring Well + CLGT Driller Certificate



(b)

Error Check & Next

In this case choose General Well Driller Certificate – Reciprocity via Licensure

5 Click **Error Check & Next**.

Transaction Overview Trans# 1562915 ID# Well Driller Certification and Recertification

Forms → Attach Files → Signature → Submit

Forms

Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/ Validated	Fill out the following forms for this transaction:
✓	Well Driller Certification and Recertification
–	Well Driller Operation: Certification

Next

Congratulations!

You have created a new transaction and successfully filled out the first form. The next step is to [fill out the main application form](#).



STEP 2 Fill out the forms

After you create a new transaction, you must enter information in *General Well Driller Certificate – Reciprocity via Licensure* form using the eDEP Online Filing System ("eDEP").

To fill out the *Initial – Well Driller Certification* form:

- From the **Forms** page, click **Next**.

If you're not on the **Forms** page, return to it by clicking **My eDEP** and then the transaction you just created in the list.

The *Initial – Well Driller Certification* form displays:

MassDEP's Online Filing System

Well Driller Operation: Certification - Transaction #1562915

[Error Check](#) [Save](#) [Print](#) [Exit](#)



Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program
BRP WS 38a
Initial - Well Driller Certification

[Demographic Info](#)
[Work Experience](#)
[Licensing & Compliance](#)

A. Applicant Information

First Name:	Last Name:	Home Address 1:	Home Address 2:
City/ Town:	State:	ZIP Code:	Email
BOSTON	MASSACHUSETTS		
Home Phone	Cell Phone	Fax	

B. Company Info

Company			
Address 1:	Address 2:	City/ Town:	State:
		BOSTON	MASSACHUSETTS
Zip Code:	Company Phone:	Ext	Cell Phone
Email	Company Website	Fax	

[<< Prev](#) [Next >>](#)



Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program

BRP WS 38a

Initial - Well Driller Certification

[Demographic Info](#)

[Work Experience](#)

[Licensing & Compliance](#)

C. Work Experience

Employer 1 Details

Employer Name

Address

City

State

ZipCode

Phone

Date From

Date To

Duties and Responsibilities

Employer 2 Details

Employer Name

Address

City

State

ZipCode

Phone

Date From

Date To

Duties and Responsibilities

Employer 3 Details

Employer Name

Address

City

State

ZipCode

Phone

Date From

Date To

Duties and Responsibilities





Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program
BRP WS 38a
Initial - Well Driller Certification

[Demographic Info](#)
[Work Experience](#)
[Licensing & Compliance](#)

D. Licensing

NGWA Certification Information (if applicable):

Certification Number	Issued since

Out of State License Information (if applicable):

Issuing State or Authority	Title and number	License first issued date	In good standing
			☐ Yes ☐ No

Did license require passing the NGWA General Drilling exam? ☐ Yes ☐ No

E. Statement of Tax Compliance

Massachusetts General Laws Chapter 62C, §47A and §49A, Administrative Provisions Relative to State Taxation apply to anyone seeking to be registered as a well driller in Massachusetts. These provisions require that any person applying for registration or renewal must certify under penalties of perjury that they have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Company owner or other official

<< Prev

Error Check & Next

The *Initial – Well Driller Certification* form has the following sections:

- A: Driller Information
- B: Company Information
- C: Work Experience
- D: Licensing
- E: Statement of Tax Compliance

You must fill out all the required fields of this form before you can continue. Each of these sections is described below.



A: Driller Information

Enter information about yourself in the **Driller Information** section A of the *Initial – Well Driller Certification* form:

A. Applicant Information			
First Name:	Last Name:	Home Address 1:	Home Address 2:
City/ Town:	State:	ZIP Code:	Email
BOSTON	MASSACHUSETTS		
Home Phone	Cell Phone	Fax	

The required fields are as follows:

- First Name
- Last Name
- Home Address 1
- City/Town
- State
- ZIP Code
- Email
- Home Phone (list your cell phone if you do not have a home phone)
- Cell Phone (list your home phone if you do not have a cell phone)



B: Company Information

Enter data about your company in the **Company Information** section of the *Initial – Well Driller Certification* form:

All fields except **Address 2**, **Company Website**, **Fax** and **Ext** are required.

If you are currently not affiliated with a company, enter “self-employed” in the **Company** field. If you do not have a work email address, enter your personal email address in the **Email** field.

B. Company Info

Company

Address 1:

Address 2:

City/ Town:

State:

Zip Code:

Company Phone:

Ext

Cell Phone

Email

Company Website

Fax

C: Work Experience

Enter data about your work experience in the **Work Experience** section of the *Initial – Well Driller Certification* form. All fields in the “Employer 1 Details” subsection are required.



Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program

BRP WS 38a

Initial - Well Driller Certification

[Demographic Info](#)

[Work Experience](#)

[Licensing & Compliance](#)

C. Work Experience

Employer 1 Details

Employer Name

Address

City

State

ZipCode

Phone

Date From

Date To

Duties and Responsibilities

Employer 2 Details

Employer Name

Address

City

State

ZipCode

Phone

Date From

Date To

Duties and Responsibilities

Employer 3 Details

Employer Name

Address

City

State

ZipCode

Phone

Date From

Date To

Duties and Responsibilities

D: Licensing

Enter data about your licensing in the **Licensing** section of the *Initial – Well Driller Certification* form, as applicable. None of the Section D fields are required.



MassDEP's Online Filing System

Well Driller Operation: Certification - Transaction #1562915

[Print](#)

[Exit](#)



Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program

BRP WS 38a

Initial - Well Driller Certification

[Demographic Info](#)

[Work Experience](#)

[Licensing & Compliance](#)

D. Licensing

NGWA Certification Information (if applicable):

Certification Number

Issued since

Out of State License Information (if applicable):

Issuing State or Authority

Title and number

License first issued date

In good
standing

☐ Yes ☐

No

Did license require passing the NGWA General Drilling exam?

☐ Yes ☐ No

E: Statement of Tax Compliance

Enter the name of your company owner or other official in the **Statement of Tax Compliance** section of the *Initial – Well Driller Certification* form.

E. Statement of Tax Compliance

Massachusetts General Laws Chapter 62C, §47A and §49A, Administrative Provisions Relative to State Taxation apply to anyone seeking to be registered as a well driller in Massachusetts. These provisions require that any person applying for registration or renewal must certify under penalties of perjury that they have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Company owner or other official

JOHN SMITH

[← Back](#)



Validating your application

After you filled out all sections of the *Initial – Well Driller Certification* form, you must check it for errors.

To check your form for errors:

4. Click **Error Check & Next** at the bottom of the form.

eDEP validates all information that you entered into the form. For example, eDEP checks that you entered a value in all the required fields. In addition, eDEP checks some fields for validity; for example, phone number fields require 10 digits.

5. If there are any errors in Sections A through E, eDEP reports them in red at the bottom of the page below Section E:



MassDEP's Online Filing System

Well Driller Operation: Certification - Transaction #1562915

Error Check

Save

Print

Exit



Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program
BRP WS 38a
Initial - Well Driller Certification

[Demographic Info](#)

[Work Experience](#)

[Licensing & Compliance](#)

D. Licensing

NGWA Certification Information (if applicable):

Certification Number

Issued since

Out of State License Information (if applicable):

Issuing State or Authority

Title and number

License first issued date

In good standing

☐ Yes ☐ No

Did license require passing the NGWA General Drilling exam?

☐ Yes ☐ No

E. Statement of Tax Compliance

Massachusetts General Laws Chapter 62C, §47A and §49A, Administrative Provisions Relative to State Taxation apply to anyone seeking to be registered as a well driller in Massachusetts. These provisions require that any person applying for registration or renewal must certify under penalties of perjury that they have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Company owner or other official

Tom Hinchliffe

<< Prev

Error Check & Next

Error Message [Below are links where error(s) occurred]	Section Name	Description
A response to this question is required in order to continue.	Demographic Info	Section A Home Address1
A response to this question is required in order to continue.	Demographic Info	Section A Zip Code
A response to this question is required in order to continue.	Demographic Info	Section B Company Phone

6. Correct any errors, return to this page, and click **Error Check & Next** again.

NOTE:

Do not use your browser's **Back** button to return to Sections A through C.

For more information, see [Before you begin](#).



Instead, please click the Demographic Info link in the upper lefthand corner of the page to edit Sections A or B, or click the Work Experience link to edit Section C, as the following example shows.



MassDEP's Online Filing System

Well Driller Operation: Certification - Transaction #1562915

Error Check

Save

Print

Exit



Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program

BRP WS 38a

Initial - Well Driller Certification

[Demographic Info](#)

[Work Experience](#)

[Licensing & Compliance](#)

D. Licensing

NGWA Certification Information (if applicable):

Certification Number

Issued since

Out of State License Information (if applicable):

Issuing State or Authority

Title and number

License first issued date

In good standing

☐ Yes ☐

No

Did license require passing the NGWA General Drilling exam?

☐ Yes ☐ No

E. Statement of Tax Compliance

Massachusetts General Laws Chapter 62C, §47A and §49A, Administrative Provisions Relative to State Taxation apply to anyone seeking to be registered as a well driller in Massachusetts. These provisions require that any person applying for registration or renewal must certify under penalties of perjury that they have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Company owner or other official

Tom Hinchliffe

<< Prev

Error Check & Next

Error Message [Below are links where error(s) occurred]	Section Name	Description
A response to this question is required in order to continue.	Demographic Info	Section A Home Address1
A response to this question is required in order to continue.	Demographic Info	Section A Zip Code
A response to this question is required in order to continue.	Demographic Info	Section B Company Phone



If there are no errors, eDEP returns you to the **Forms** page:

The screenshot shows the eDEP interface. At the top, there's a navigation bar with "My eDEP Forms", "My Profile", and "Help Notifications". A user login bar shows "Username: TOMHINCH" and "Nickname: TOM H". Below this is a "Transaction Overview" section for "Trans# 1562915 ID# Well Driller Operation: Certification". A timeline shows steps: Forms (current), Attach Files, Signature, and Submit. Under the "Forms" section, there are buttons for "Print Transaction", "Delete Transaction", "Share Transaction", and "Exit". A table lists forms with a green checkmark in the "Errors Checked/Validated" column and a link to "Fill out the following forms for this transaction:". The forms listed are "Well Driller Certification and Recertification" and "Well Driller Operation: Certification". A "Next" button is at the bottom right.

Notice that there is now a ✓ next to each form link indicating that you have successfully completed that form.

Congratulations!

You have successfully filled out the *Initial – Well Driller Certification* form. The next step is to add supporting documentation to your transaction, as described in [Attach supporting documents](#).

STEP 3 Attach supporting documents

After you have completed all sections of the *Initial – Well Driller Certification* form, you can attach files that support your application in the eDEP Online Filing System ("eDEP").

Note: in some cases, the required attachments will differ from those indicated on the eDEP attachments page. Please contact MassDEP at 617-292-5770 or program.director-dwp@mass.gov before beginning your eDEP application to verify the attachments that are appropriate for your circumstances.

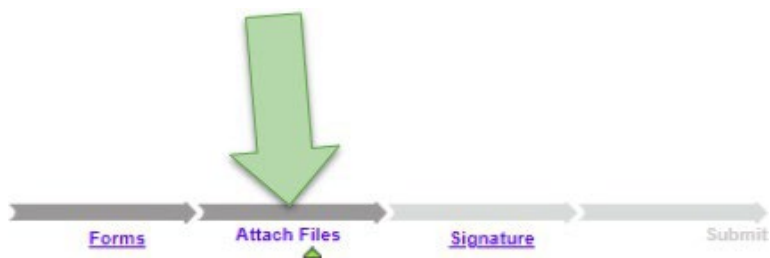
The files you attach can be either paper based or electronic. For electronic files, you can upload the following types using eDEP:

- DOC
- DOCX
- GIF
- HTML
- JPG/JPEG
- PDF
- RTF
- TIFF
- TXT
- XLS
- XLSX
- XML
- ZIP

To attach files to your application:

1. Click **Next** from the **Forms** page to navigate to the **Attach Files** page.

If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Attach Files** link in the transaction timeline:



If this is the first time you have been to the **Attach Files** page for this transaction, eDEP allows you to attach files or send them by mail, as shown below. **Note: MassDEP strongly recommends attaching files electronically to avoid application processing delays.**

Also note that this application type typically requires submitting your passing (70% or higher) score on the NGWA General Drilling Exam. The exam date must be within two years of the application date.



MassDEP's Online Filing System

[MassDEP Home](#) | [Contact](#) | [Privacy Policy](#)

Username: TOMHINCH
Nickname: TOM H

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Transaction Overview Trans# 1562932 ID# Well Driller Operation: Certification

[Forms](#)

[Attach Files](#) ▲

[Signature](#)

[Submit](#)

Attach Files

[Exit](#)

You may attach your files here or send them by mail

	Send File Electronically *	Send By Mail
Out-of-State License(s)	Choose File No file chosen	☐
NGWA General Drilling Exam	Choose File No file chosen	☐

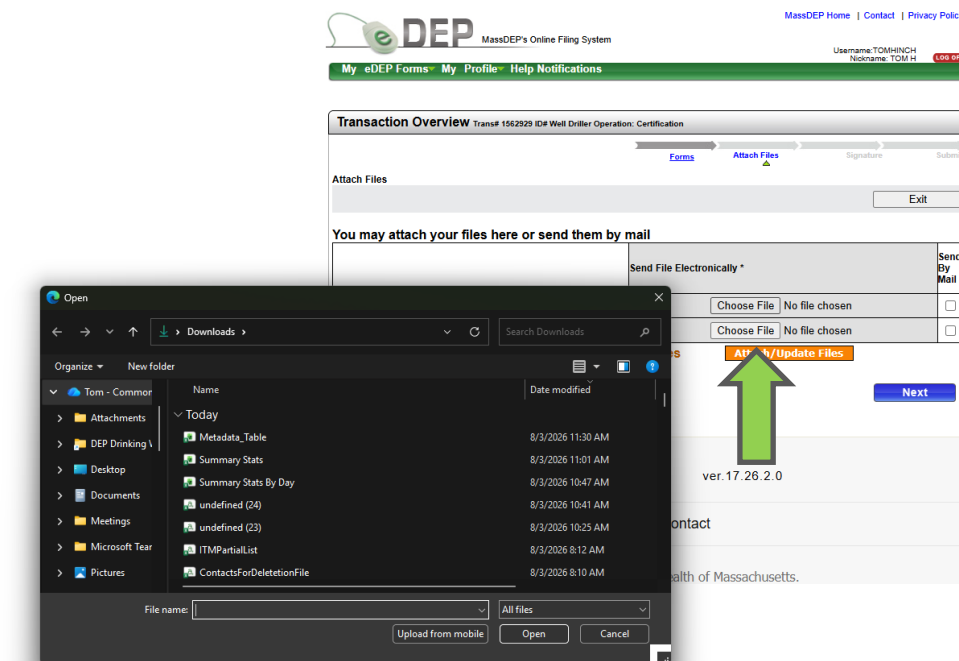
To attach files you must click attach/update files

[Attach/Update Files](#)

[Next](#)

**Filers are required to send all files under 50 MB electronically*

- 2 If you have a file to attach, select the [Choose File](#) button and select a file to attach:





- 3 Otherwise, check **Send By Mail** (note that attaching electronic files is the preferred method):

[MassDEP Home](#) | [Contact](#) | [Privacy Policy](#)



Username: TOMHINCH
Nickname: TOM H [LOG OFF](#)

[My eDEP Forms](#) [My Profile](#) [Help Notifications](#)

Transaction Overview Trans# 1562932 ID# Well Driller Operation: Certification

Forms **Attach Files** Signature Submit

Attach Files

[Exit](#)

You may attach your files here or send them by mail

	Send File Electronically *	Send By Mail
Out-of-State License(s)	Choose File No file chosen	☒
NGWA General Drilling Exam	Choose File No file chosen	☒

To attach files you must click attach/update files [Attach/Update Files](#)

[Next](#)

**Filers are required to send all files under 50 MB electronically*

- 4 When done attaching or choosing send by mail, be sure to click

[Attach/Update Files](#)

Transaction Overview Trans# 1562927 ID#

Forms **Attach Files** Signature Submit

Attach Files

[Exit](#)

You may attach your files here or send them by mail

	Send File Electronically *	Send By Mail
Out-of-State License(s)	View Remove	☐
NGWA General Drilling Exam	View Remove	☐

To attach files you must click attach/update files [Attach/Update Files](#)

[Next](#)

**Filers are required to send all files under 50 MB electronically*



- 5 When you're done attaching files, you might have a list that looks like the following:

Transaction Overview Trans# 1562927 ID#

[Forms](#) → [Attach Files](#) → [Signature](#) → [Submit](#)

Attach Files

Exit

You may attach your files here or send them by mail

	Send File Electronically *	Send By Mail
Out-of-State License(s)	View Remove	☐
NGWA General Drilling Exam	View Remove	☐

To attach files you must click attach/update files

Attach/Update Files

Next

**Files are required to send all files under 50 MB electronically*

Note that initial certifications typically do not require additional documentation.

- 6 Click **Next** and proceed to [Step 4: Sign the certification statement](#).
Congratulations!

You have added files to support your application for initial certification. The next step is to [sign the certification statement](#).



STEP 4 Sign certification statement

After you finish attaching supporting documentation to the *Initial – Well Driller Certification* form, you must sign the certification statement using the eDEP Online Filing System ("eDEP"). By signing, you acknowledge that you have read and agree with the statement on the **Signature** page.

To sign and accept the certification statement:

- Click **Next** from the **Attach Files** page to navigate to the certification **Signature** page.

If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Signature** link in the transaction timeline:



The **Signature** page displays.

Transaction Overview Trans# 1562927 ID#

Forms Attach Files **Signature** Submit

Signature Exit

Please select the box below and then indicate your acceptance.

Well Driller Operation: Certification - 1 Form(s)

☐ SIGNATURE 1 (a)

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision and that the information submitted is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of revocation of any certification or permit issued to this application for knowing violations.

By entering my name I acknowledge that I have read and agree with the certification statement

Signature of Applicant Date (c)

(b)

The arrows in the above image highlight the (a) **SIGNATURE 1** checkbox, (b) where to sign your name, and (c) where to update the date

- On the **Signature** page, select the **SIGNATURE 1** checkbox.
- Enter your name in the **Signature of Applicant** field.
- Click **I accept**.



eDEP returns you to the **Forms** page:



MassDEP's Online Filing System

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Nickname: TOM H

[LOG OFF](#)

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Transaction Overview Trans# 1562915 ID# Well Driller Operation: Certification

Forms

Attach Files

Signature

Payment

Submit

Print Transaction

Delete Transaction

Share Transaction

Exit

Errors Checked/ Validated	Fill out the following forms for this transaction:
✓	Well Driller Certification and Recertification
✓	Well Driller Operation: Certification

Next

Notice that in the transaction timeline, the **Forms**, **Attach Files**, and **Signature** links all have darker arrows above them which indicates that those steps are completed.

If you were to exit out of the application and look at your transaction in the transaction list of the **Work In Progress** tab on your “My eDEP” homepage, you would see that your transaction’s status has changed from WORK IN PROGRESS to SIGNED:

Only submitted transactions from the past 90 days are displayed by default.
To view other transmittals, please apply additional filtering criteria.

[Work In Progress](#) [Recent Submitted](#) [Archived Submitted](#) [Bulk Files](#) [Favorites](#)

Trans#	ID	Transaction	Private Note	Status
☐ 1547950		Well Driller Certification and Recertification	Add Note	SIGNED

Congratulations!

You have successfully signed your certification statement. The next step is to [pay the application fee](#).



STEP 5 Pay application fee

The application fee is \$400 for an initial General Well Driller Certificate – Reciprocity via Licensure. This fee is non-waivable. For more information, see 310 CMR 46.03 (4).

Before You Begin

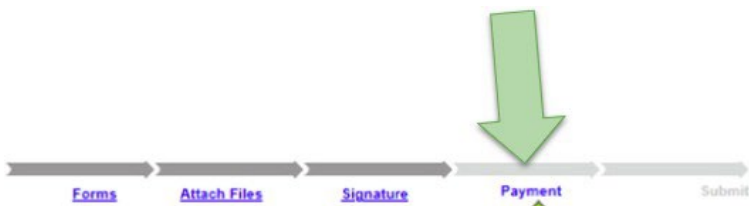
To ensure that the nCourt payment processing page opens in your browser, enable pop-up windows in your browser for the eDEP website.

For more information, see Allowing pop-up windows.

To pay the application fee:

- 1 From the **Forms** page, click **Next** to navigate to the **Payment** page.

If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Payment** link in the transaction timeline:



eDEP displays the **Payment** page with the **Payment amount** for your transaction calculated for you:

Transaction Overview Trans# 1562927 ID#

Forms

Attach Files

Signature

Payment

Submit

Payment

Exit

DEP TRANS # 1562927

Payment Type

Credit Card/ACH

Payment amount:

400.00

Continue

Cancel

The "Credit Card/ACH" option is selected by default for **Payment Type**. It is currently the only method of payment supported.

- 2 Click **Continue**.

eDEP launches the payment process in a new browser window. This process is managed by nCourt:



Payment

Receipt

Receipt

Payment

You have elected to pay for the following item(s).

Description	Attendee	Amount
DEP Tracking ID: 1563019 - Well Driller Operation: Certification	eDEP Online Filing System Test	\$400.00
		\$400.00

Service Fee: \$10.36

Total Amount Due: \$410.36

A convenience fee will be applied depending on payment method selected. Review the total payment amount after entering your payment information.

Billing Information

☐ International Address

Company Name

Tom's Well Drilling

OR

First Name

Bob

Last Name

Smith

Address 1

100 CAMBRIDGE STREET

Address 2

Enter Address Line 2

Zip

02114

City

BOSTON

State/Territory

Massachusetts

Phone Number

() -

Email

tom.hinchliffe@mass.gov

Confirm Email

tom.hinchliffe@mass.gov

Payment Information

☒ Credit/Debit Card ☐ Electronic Check/ACH

Card Type



Card Number

CVV Code

Expiration

11 2026

Check to accept both the Commonwealth of Massachusetts and nCourt Terms Agreements.

☒ I Accept

If the payment processing page does not open in your browser, be sure to enable pop-up windows for the eDEP domain. For more information, see [Allowing pop-up windows](#).

- On the nCourt **Payment** page, fill out the **Billing Information** section. Enter *either* the name of your company or your first and last name. If you enter both, you'll get an error.



NOTE:

To ensure that the nCourt payment processing page opens in your browser, enable pop-up windows in your browser for the eDEP website.

For more information, see Allowing pop-up windows.

Note that the following fields are required:

- a. **Company Name OR First/Last Name**
 - b. **Address 1**
 - c. **ZIP Code**
 - d. **City**
 - e. **Phone Number**
 - f. **Email** (and its confirmation)
- 4 In the **Payment Information** section, select one of the following payment options:
 - a. Credit/Debit Card: You'll enter your credit or debit card's details. This is the default.
 - b. Electronic Check/ACH: You'll enter your bank's routing number and your account number.
- 5 Enter your credit card's or bank/account's details.
- 6 Under the payment details, check ☐ **I Accept** to acknowledge that you have read and understand the terms of the payment.
- 7 If you want a text notification of your payment, enter your cell phone number at the bottom of the page in the **Mobile Number** field (nCort will send you an email receipt automatically):

Important Information

Please provide the correct **billing** address associated with the account being used to make the payment.

To receive an email confirmation of your payment, please include a valid email address.

If you would like a text notification payment confirmation sent to your mobile phone, enter the following:

Mobile Number

- 8 Click **Submit Payment**.

If the payment was successful, eDEP displays the **Payment Confirmation** page:



MassDEP's Online Filing System

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Username: TOMHINCH
Nickname: TOM H

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Transaction Overview **Trans# 1562927 ID# Well Driller Certification and Recertification**

[Forms](#)

[Signature](#)

[Payment](#)

[Submit](#)

Payment

[print](#)

[Exit](#)

Payment Confirmation

Thank you. Your payment has been received and payment receipt has been emailed.

DEP TRANS # 1562927

Payment Amount: \$400

Payment Date: 8/3/2026 11:45:53 AM

DEP Payment Confirmation ID: a7cf0f93-455e-42a2-99a4-a8330e638291

Note: Payment received after 3:30pm will not be posted until the next business day.

[Next](#)

Notice that in the transaction timeline, **Forms**, **Signature**, and **Payment** are completed (indicated by a darker arrow), and the remaining step is **Submit**.

Congratulations!

You have successfully paid the application fee. The next step is to submit your transaction to the Well Driller Program for review, as described in [Send transaction for review](#).



STEP 6 Send transaction for review

The final step in applying for certification using the eDEP Online Filing System ("eDEP") is to send your completed transaction to the Well Driller Program for review. (A transaction is sometimes called a submittal.)

To send your transaction for review:

- 1 From the **Payment Confirmation** page, click **Next** to navigate to the **Review and Submit Your Transaction** page.

If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Submit** link in the transaction timeline:



eDEP displays the **Review and Submit your Transaction** page:



MassDEP's Online Filing System

[MassDEP Home](#) | [Contact](#) | [Privacy Policy](#)

Username: TOMHINCH
Nickname: TOM H [LOG OFF](#)

[My eDEP Forms](#) [My Profile](#) [Help](#) [Notifications](#)

Transaction Overview Trans# 1562927 ID# Well Driller Certification and Recertification

[Forms](#) [Signature](#) [Payment](#) [Submit](#)

Review and Submit your Transaction

Exit

Please review your transaction. If you are satisfied, scroll down and click submit.

Submit

An email confirmation will be automatically sent to the owner of this account at

If you would like to send this confirmation to others please enter their address below
separated by a semicolon;

DEP Transaction ID: 1562927
Date and Time Submitted: 08/03/2026 11:46:55 AM
Other Email :

DEP Transaction ID: 1562927
Date and Time Submitted: 08/03/2026 11:46:55 AM
Other Email :

Form Name: Well Driller Certification and Recertification
Form Name: Well Driller Operation: Certification

Ancillary Document Uploaded/Mailed
NGWA General Drilling Exam - Uploaded (CP.pdf)
Out-of-State License(s) - Uploaded (CP.pdf)

Submit

- 2 Carefully review the information on this page.
- 3 Optionally add people to whom you want a confirmation email sent as well. To do this, enter their email addresses.

If you enter more than one email address, separate them with semi-colons, as the following example shows:

- 4 Click **Confirm** .
Your submittal has been sent for review. eDEP displays the Receipt page:



DEP

MassDEP's Online Filing System

[MassDEP Home](#) | [Contact](#) | [Privacy Policy](#)

Username: TOMHINCH
Nickname: TOM H

[LOG OFF](#)

[My eDEP Forms](#) [My Profile](#) [Help Notifications](#)

Receipt

Forms

Signature

Payment

Receipt

Summary/Receipt

print receipt

Exit

Your submission is complete. Thank you for using DEP's online reporting system. You can select "My eDEP" to see a list of your transactions.

DEP Transaction ID: 1562927
Date and Time Submitted: 8/3/2026 11:47:07 AM
Other Email :

DEP Transaction ID: 1562927
Date and Time Submitted: 8/3/2026 11:47:07 AM
Other Email :

Form Name: Well Driller Certification and Recertification
Form Name: Well Driller Operation: Certification

Ancillary Document Uploaded/Mailed
NGWA General Drilling Exam - Uploaded (CP.pdf)
Out-of-State License(s) - Uploaded (CP.pdf)

[My eDEP](#)

5 Optionally print the receipt by clicking **Print Receipt** or taking a screenshot of the page.

Congratulations!

You have successfully submitted your application for certification for review. You should receive an eDEP confirmation email within 10 minutes.



General Well Driller Certificate – Reciprocity via NGWA Certificate + 1-yr MA Experience

Note: this certification pathway is intended for applicants with at least 2 years of experience in another state that does not have comparable licensing/certification requirements to MA. It is not intended for applicants with 3 years of experience working in MA; those applicants should apply via the “General Well Driller Certificate – Standard” application type (see above).

STEP 1

Create a new transaction

Transactions in the eDEP Online Filing System ("eDEP") provide a way for you to track your progress during the application process. A transaction has one or more forms associated with it, plus supporting documentation and payment.

All transactions also have a unique number that you can use to find the transaction if you have more than one.

When your transaction is complete, you can send it to the eDEP Online Filing System ("eDEP") for review.

NOTE:

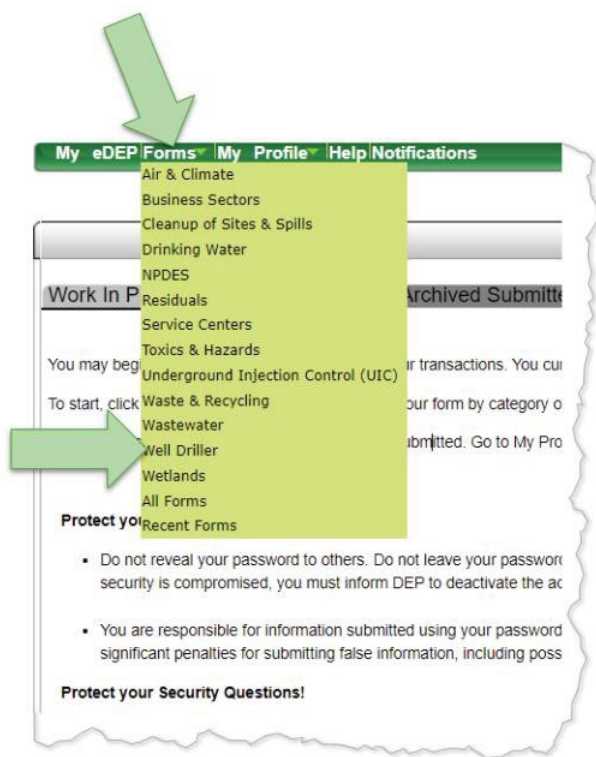
Before you continue, be sure that you have met the prerequisites. This includes having an eDEP account.

For more information, see [Before you begin](#).

The first step in applying for initial certification as a well driller is to create a new transaction in eDEP.

To create a new transaction:

- 1 Log in to the [eDEP Online Filing system](#) .
For more information, see [Logging in to your eDEP account](#).
- 2 Select **Forms > Well Driller**:



eDEP displays the **Well Driller** page.

- 3 Click **Start Transaction** next to "Well Driller Certification and Recertification":

Well Driller

Instructions: Find the form you want to complete below. Then click the button to the far right of the form name in the same row.

Form Name	Description	Instructions
Well Driller		
Well Completion Reports	Well Completion Reports	Start Transaction
Well Driller Certification and Recertification	Well Driller Certification and Recertification	Start Transaction





eDEP creates a new transaction and displays the **Forms** page. Notice that eDEP assigned the new transaction a unique number:



Transaction Overview Trans# 1547526 ID# Well Driller Certification and Recertification	
Forms	
Forms	
Print Transaction Delete Transaction Share	
Errors Checked/Validated	Fill out the following forms for this transaction:
—	Well Driller Certification and Recertification

Click **Next** on the "Well Driller Certification and Recertification" form.

Transaction Overview Trans# 1547526 ID# Well Driller Certification and Recertification	
Forms	
Forms	
Print Transaction Delete Transaction Share	
Errors Checked/Validated	Fill out the following forms for this transaction:
—	Well Driller Certification and Recertification





The **Well Driller Certification and Recertification** form displays:

	Massachusetts Department of Environmental Protection Well Driller Menu Well Driller Certification and Recertification
☐ Online certification. Certification Class:	
☐ Recertification. Certification Number:	
☐ Well driller demographic updates. Certification Number:	

This is a simple form in which you choose the type of certification that you are applying for.

- 4 Because you are applying for initial certification
 - a. Select the **Online certification** checkbox and
 - b. Select the certification application type that applies to you from the dropdown menu:



MassDEP's Online Filing System

Well Driller Certification and Recertification - Transaction #1562915

Error Check

Save

Instructions

Print

Exit



Massachusetts Department of Environmental Protection

Well Driller Menu

Well Driller Certification and Recertification



Online certification.

Certification Class:

Select Certification Type

General Well Driller Certificate – Standard Application

General Well Driller Certificate – Reciprocity via Licensure

General Well Driller Certificate – Reciprocity via NGWA Certification + 1-yr MA Experience

Monitoring Well Driller Certificate

Monitoring Well + CLGT Driller Certificate



Certification.

Certification Number:

Well driller demographic updates

Certification Number:

(a)

(b)

Error Check & Next

In this case choose General Well Driller Certificate – Reciprocity via NGWA Certificate + 1-yr MA Experience.

5 Click **Error Check & Next**.

Transaction Overview Trans# 1562915 ID# Well Driller Certification and Recertification

Forms → Attach Files → Signature → Submit

Forms

Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/Validated	Fill out the following forms for this transaction:
✓	Well Driller Certification and Recertification
–	Well Driller Operation: Certification

Next

Congratulations!

You have created a new transaction and successfully filled out the first form. The next step is to [fill out the main application form](#).



STEP 2 Fill out the forms

After you create a new transaction, you must enter information in the *Initial – Well Driller Certification* form using the eDEP Online Filing System ("eDEP").

To fill out the *Initial – Well Driller Certification* form:

- 1 From the **Forms** page, click **Next**.

If you're not on the **Forms** page, return to it by clicking **My eDEP** and then the transaction you just created in the list.

The *Initial – Well Driller Certification* form displays:

MassDEP's Online Filing System

Well Driller Operation: Certification - Transaction #1562915

[Error Check](#) [Save](#) [Print](#) [Exit](#)



Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program
BRP WS 38a
[Initial - Well Driller Certification](#)

[Demographic Info](#)
[Work Experience](#)
[Licensing & Compliance](#)

A. Applicant Information

First Name:

Last Name:

Home Address 1:

Home Address 2:

City/ Town:

State:

ZIP Code:

Email

Home Phone

Cell Phone

Fax

B. Company Info

Company

Address 1:

Address 2:

City/ Town:

State:

Zip Code:

Company Phone:

Ext

Cell Phone

Email

Company Website

Fax

[<< Prev](#) [Next >>](#)



Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program

BRP WS 38a

Initial - Well Driller Certification

[Demographic Info](#)

[Work Experience](#)

[Licensing & Compliance](#)

C. Work Experience

Employer 1 Details

Employer Name

Address

City

State

ZipCode

Phone

Date From

Date To

Duties and Responsibilities

Employer 2 Details

Employer Name

Address

City

State

ZipCode

Phone

Date From

Date To

Duties and Responsibilities

Employer 3 Details

Employer Name

Address

City

State

ZipCode

Phone

Date From

Date To

Duties and Responsibilities





Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program
BRP WS 38a
Initial - Well Driller Certification

[Demographic Info](#)
[Work Experience](#)
[Licensing & Compliance](#)

D. Licensing

NGWA Certification Information (if applicable):

Certification Number Issued since

Out of State License Information (if applicable):

Issuing State or Authority	Title and number	License first issued date	In good standing
			☐ Yes ☐ No

Did license require passing the NGWA General Drilling exam? ☐ Yes ☐ No

E. Statement of Tax Compliance

Massachusetts General Laws Chapter 62C, §47A and §49A, Administrative Provisions Relative to State Taxation apply to anyone seeking to be registered as a well driller in Massachusetts. These provisions require that any person applying for registration or renewal must certify under penalties of perjury that they have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Company owner or other official

<< Prev

Error Check & Next

The *Initial – Well Driller Certification* form has the following sections:

- A: Driller Information
- B: Company Information
- C: Work Experience
- D: Licensing
- E: Statement of Tax Compliance

You must fill out all the required fields of this form before you can continue. Each of these sections is described below.



A: Driller Information

Enter information about yourself in the **Driller Information** section A of the *Initial – Well Driller Certification* form:

A. Applicant Information			
First Name:	Last Name:	Home Address 1:	Home Address 2:
City/ Town:	State:	ZIP Code:	Email
BOSTON	MASSACHUSETTS		
Home Phone	Cell Phone	Fax	

You cannot change the **Certification Number**, **Driller Type**, **First Name** or **Last Name** fields. The fields that you *can* change in this section are:

- Home Address 1
- City/Town
- State
- ZIP CodeEmail
- Home Phone (list your cell phone if you do not have a home phone)
- Cell Phone (list your home phone if you do not have a cell phone)
- Fax (not required)

You are required to select your **Preferred Mailing Address** (home or company) and your **Email Preference** (home or company, if applicable).



B: Company Information

Enter data about your company in the **Company Information** section of the *Initial – Well Driller Certification* form.

All fields except **Address 2**, **Company Website**, **Fax** and **Ext** are required.

If you are currently not affiliated with a company, enter “self-employed” in the **Company** field. If you do not have a work email address, enter your personal email address in the **Email** field.

B. Company Info

Company 			
Address 1: 	Address 2: 	City/ Town: BOSTON	State: MASSACHUSETTS
Zip Code: 	Company Phone: 	Ext 	Cell Phone
Email 	Company Website 	Fax 	

C: Work Experience

Enter data about your work experience in the **Work Experience** section of the *Initial – Well Driller Certification* form. All fields in the “Employer 1 Details” subsection are required.



Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program

BRP WS 38a

Initial - Well Driller Certification

[Demographic Info](#)

[Work Experience](#)

[Licensing & Compliance](#)

C. Work Experience

Employer 1 Details

Employer Name

Address

City

State

ZipCode

Phone

Date From

Date To

Duties and Responsibilities

Employer 2 Details

Employer Name

Address

City

State

ZipCode

Phone

Date From

Date To

Duties and Responsibilities

Employer 3 Details

Employer Name

Address

City

State

ZipCode

Phone

Date From

Date To

Duties and Responsibilities



D: Licensing

Enter data about your licensing in the **Licensing** section of the *Initial – Well Driller Certification* form, as applicable. None of the Section D fields are required.



MassDEP's Online Filing System

Well Driller Operation: Certification - Transaction #1562915

Print

Exit



Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program

BRP WS 38a

Initial - Well Driller Certification

[Demographic Info](#)

[Work Experience](#)

[Licensing & Compliance](#)

D. Licensing

NGWA Certification Information (if applicable):

Certification Number

Issued since

Out of State License Information (if applicable):

Issuing State or Authority

Title and number

License first issued date

In good
standing

☐ Yes ☐ No

No

Did license require passing the NGWA General Drilling exam?

☐ Yes ☐ No

E: Statement of Tax Compliance

Enter the name of your company owner or other official in the **Statement of Tax Compliance** section of the *Initial – Well Driller Certification* form.

E. Statement of Tax Compliance

Massachusetts General Laws Chapter 62C, §47A and §49A, Administrative Provisions Relative to State Taxation apply to anyone seeking to be registered as a well driller in Massachusetts. These provisions require that any person applying for registration or renewal must certify under penalties of perjury that they have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Company owner or other official

JOHN SMITH

<< Prev



Validating your application

After you filled out all sections of the *Initial – Well Driller Certification* form, you must check it for errors.

To check your form for errors:

1. Click **Error Check & Next** at the bottom of the form.

eDEP validates all information that you entered into the form. For example, eDEP checks that you entered a value in all the required fields. In addition, eDEP checks some fields for validity; for example, phone number fields require 10 digits.

2. If there are any errors in Sections A through E, eDEP reports them in red at the bottom of the page below Section E:



MassDEP's Online Filing System

Well Driller Operation: Certification - Transaction #1562915

Error Check

Save

Print

Exit



Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program
BRP WS 38a
Initial - Well Driller Certification

[Demographic Info](#)

[Work Experience](#)

[Licensing & Compliance](#)

D. Licensing

NGWA Certification Information (if applicable):

Certification Number

Issued since

Out of State License Information (if applicable):

Issuing State or Authority

Title and number

License first issued date

In good standing

☐ Yes ☐ No

Did license require passing the NGWA General Drilling exam?

☐ Yes ☐ No

E. Statement of Tax Compliance

Massachusetts General Laws Chapter 62C, §47A and §49A, Administrative Provisions Relative to State Taxation apply to anyone seeking to be registered as a well driller in Massachusetts. These provisions require that any person applying for registration or renewal must certify under penalties of perjury that they have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Company owner or other official

Tom Hinchliffe

<< Prev

Error Check & Next

Error Message [Below are links where error(s) occurred]	Section Name	Description
A response to this question is required in order to continue.	Demographic Info	Section A Home Address1
A response to this question is required in order to continue.	Demographic Info	Section A Zip Code
A response to this question is required in order to continue.	Demographic Info	Section B Company Phone

- 3 Correct any errors, return to this page, and click **Error Check & Next** again.

NOTE

Do not use your browser's Back button to return to Sections A through D.



Instead, please click the Demographic Info link in the upper lefthand corner of the page to edit Sections A or B, or click the Work Experience link to edit Section C, as the following example shows:

MassDEP's Online Filing System

Well Driller Operation: Certification - Transaction #1562915

Error CheckSavePrintExit



Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program
BRP WS 38a
Initial - Well Driller Certification

[Demographic Info](#)
[Work Experience](#)
[Licensing & Compliance](#)

D. Licensing

NGWA Certification Information (if applicable):

Certification Number	Issued since

Out of State License Information (if applicable):

Issuing State or Authority	Title and number	License first issued date	In good standing
			☐ Yes ☐ No

Did license require passing the NGWA General Drilling exam? ☐ Yes ☐ No

E. Statement of Tax Compliance

Massachusetts General Laws Chapter 62C, §47A and §49A, Administrative Provisions Relative to State Taxation apply to anyone seeking to be registered as a well driller in Massachusetts. These provisions require that any person applying for registration or renewal must certify under penalties of perjury that they have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Company owner or other official

<< PrevError Check & Next		
Error Message [Below are links where error(s) occurred]	Section Name	Description
A response to this question is required in order to continue.	Demographic Info	Section A Home Address1
A response to this question is required in order to continue.	Demographic Info	Section A Zip Code
A response to this question is required in order to continue.	Demographic Info	Section B Company Phone



MassDEP's Online Filing System

[MassDEP Home](#) | [Contact](#) | [Privacy Policy](#)

Username: TOMHINCH
Nickname: TOM H

[LOG OFF](#)

[My eDEP Forms](#) - [My Profile](#) - [Help Notifications](#)

Transaction Overview Trans# 1562915 ID# Well Driller Operation: Certification

[Forms](#)

[Attach Files](#)

[Signature](#)

[Submit](#)

Forms

[Print Transaction](#)

[Delete Transaction](#)

[Share Transaction](#)

[Exit](#)

Errors Checked/
Validated

Fill out the following forms for this transaction:

✓

[Well Driller Certification and Recertification](#)

✓

[Well Driller Operation: Certification](#)

[Next](#)

If there are no errors, eDEP returns you to the **Forms** page:



MassDEP's Online Filing System

[MassDEP Home](#) | [Contact](#) | [Privacy Policy](#)

Username: TOMHINCH
Nickname: TOM H

[LOG OFF](#)

[My eDEP Forms](#) - [My Profile](#) - [Help Notifications](#)

Transaction Overview Trans# 1562915 ID# Well Driller Operation: Certification

[Forms](#)

[Attach Files](#)

[Signature](#)

[Submit](#)

Forms

[Print Transaction](#)

[Delete Transaction](#)

[Share Transaction](#)

[Exit](#)

Errors Checked/
Validated

Fill out the following forms for this transaction:

✓

[Well Driller Certification and Recertification](#)

✓

[Well Driller Operation: Certification](#)

[Next](#)

Notice that there is now a ✓ next to each form link indicating that you have successfully completed that form.

Congratulations!

You have successfully filled out the *Initial – Well Driller Certification* form. The next step is to add supporting documentation to your transaction, as described in [Attach supporting documents](#).



STEP 3 Attach supporting documents

After you have completed all sections of the *Initial – Well Driller Certification* form, you can attach files that support your application in the eDEP Online Filing System ("eDEP").

Note: in some cases, the required attachments will differ from those indicated on the eDEP attachments page. Please contact MassDEP at 617-292-5770 or program.director-dwp@mass.gov before beginning your eDEP application to verify the attachments that are appropriate for your circumstances.

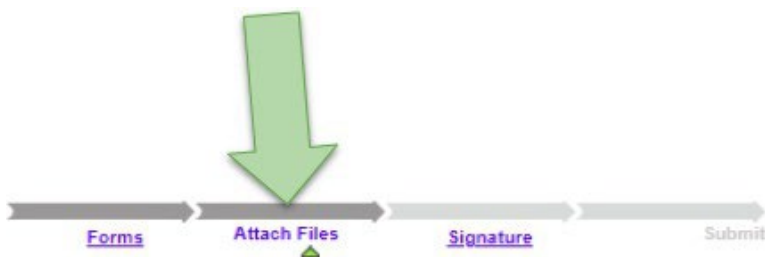
The files you attach can be either paper based or electronic. For electronic files, you can upload the following types using eDEP:

- DOC
- DOCX
- GIF
- HTML
- JPG/JPEG
- PDF
- RTF
- TIFF
- TXT
- XLS
- XLSX
- XML
- ZIP

To attach files to your application:

- 1 Click **Next** from the **Forms** page to navigate to the **Attach Files** page.

If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Attach Files** link in the transaction timeline:



If this is the first time you have been to the **Attach Files** page for this transaction, eDEP allows you to attach files or send them by mail, as shown below. **Note: MassDEP strongly recommends attaching files electronically to avoid application processing delays.**

Also note that this application type typically requires submitting your passing (70% or higher) score on the NGWA General Drilling Exam. The exam date must be within two years of the application date.



MassDEP's Online Filing System

[MassDEP Home](#) | [Contact](#) | [Privacy Policy](#)

Username: TOMHINCH
Nickname: TOM H

[LOG OFF](#)

[My eDEP Forms](#) ▾ [My Profile](#) ▾ [Help Notifications](#)

Transaction Overview Trans# 1562934 ID# Well Driller Operation: Certification

[Forms](#)

[Attach Files](#)

[Signature](#)

[Submit](#)

Attach Files

[Exit](#)

You may attach your files here or send them by mail

	Send File Electronically *	Send By Mail
NGWA Certificate	Choose File No file chosen	☐
Affidavit (1-yr MA experience)	Choose File No file chosen	☐

To attach files you must click attach/update files

[Attach/Update Files](#)

[Next](#)

**Filers are required to send all files under 50 MB electronically*

- 2 If you have a file to attach, select the [Choose File](#) button and select a file to attach :

The screenshot shows the eDEP system interface with the 'Attach Files' step selected. A file explorer window is open, displaying the 'Downloads' folder. The file explorer shows a list of files, including 'Metadata_Table', 'Summary Stats', 'Summary Stats By Day', 'undefined (24)', 'undefined (23)', 'ITMPPartialList', and 'ContactsForDeletionFile'. A green arrow points from the 'Attach/Update Files' button in the eDEP interface to the file explorer window.



3 Otherwise, check **Send By Mail**:

 **MassDEP's Online Filing System**

My eDEP Forms ▾ My Profile ▾ Help Notifications

[MassDEP Home](#) | [Contact](#) | [Privacy Policy](#)

Username: TOMHINCH
Nickname: TOM H [LOG OFF](#)

Transaction Overview Trans# 1562934 ID# Well Driller Operation: Certification

Forms → **Attach Files** → Signature → Submit

Attach Files Exit

You may attach your files here or send them by mail

	Send File Electronically *	Send By Mail
NGWA Certificate	Choose File No file chosen	☒
Affidavit (1-yr MA experience)	Choose File No file chosen	☒

To attach files you must click attach/update files **Attach/Update Files**

Next

**Filers are required to send all files under 50 MB electronically*

4 When done attaching or choosing send by mail, be sure to click

Attach/Update Files

 **MassDEP's Online Filing System**

My eDEP Forms ▾ My Profile ▾ Help Notifications

[MassDEP Home](#) | [Contact](#) | [Privacy Policy](#)

Username: TOMHINCH
Nickname: TOM H [LOG OFF](#)

Transaction Overview Trans# 1562929 ID# Well Driller Operation: Certification

Forms → **Attach Files** → Signature → Submit

Attach Files Exit

You may attach your files here or send them by mail

	Send File Electronically *	Send By Mail
NGWA Certificate	View Remove	☐
Affidavit (1-yr MA experience)	View Remove	☐

To attach files you must click attach/update files **Attach/Update Files**

Next

**Filers are required to send all files under 50 MB electronically*



- 5 When you're done attaching files, you might have a list that looks like the following:

MassDEP Home | Contact | Privacy Policy

MassDEP's Online Filing System

Username: TOMHINCH
Nickname: TOM H **LOG OFF**

My eDEP Forms My Profile Help Notifications

Transaction Overview Trans# 1562929 ID# Well Driller Operation: Certification

Forms Attach Files Signature Submit

Attach Files

Exit

You may attach your files here or send them by mail

	Send File Electronically *	Send By Mail
NGWA Certificate	View Remove	☐
Affidavit (1-yr MA experience)	View Remove	☐

To attach files you must click attach/update files **Attach/Update Files**

Next

**Files are required to send all files under 50 MB electronically*

Note: although Well Completion Reports (WCRs) do not need to be attached to this type of application, MassDEP will review its WCR records to ensure that a sufficient number (at least 12 over the last year) list the applicant as the driller working under the recommending Massachusetts Certified Well Driller, who completes the affidavit that must be attached to the application. Applications will be deemed incomplete if the required WCRs are not in MassDEP's records.

- 6 Click **Next** and proceed to [Step 4: Sign the certification statement](#).
Congratulations!

You have added files to support your application for initial certification. The next step is to [sign the certification statement](#).



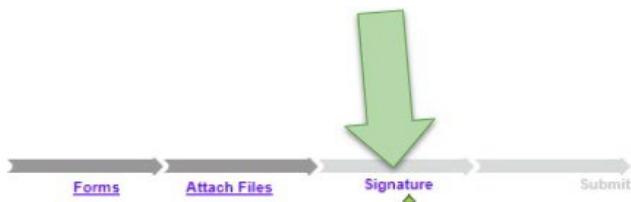
STEP 4 Sign certification statement

After you finish attaching supporting documentation to the *Initial – Well Driller Certification* form, you must sign the certification statement using the eDEP Online Filing System ("eDEP"). By signing, you acknowledge that you have read and agree with the statement on the **Signature** page.

To sign and accept the certification statement:

- 1 Click **Next** from the **Attach Files** page to navigate to the certification **Signature** page.

If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Signature** link in the transaction timeline:



The **Signature** page displays.

Transaction Overview Trans# 1562927 ID#

Forms Attach Files **Signature** Submit

Signature Exit

Please select the box below and then indicate your acceptance.

Well Driller Operation: Certification - 1 Form(s)

☐ SIGNATURE 1 (a)

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision and that the information submitted is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of revocation of any certification or permit issued to this application for knowing violations.

By entering my name I acknowledge that I have read and agree with the certification statement

Signature of Applicant Date (c)

(b)

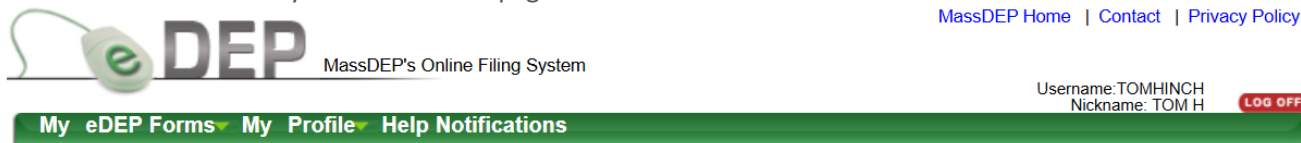
The arrows in the above image highlight the (a) **SIGNATURE 1** checkbox, (b) where to sign your name, and (c) where to update the date:

2. On the **Signature** page, select the **SIGNATURE 1** checkbox.



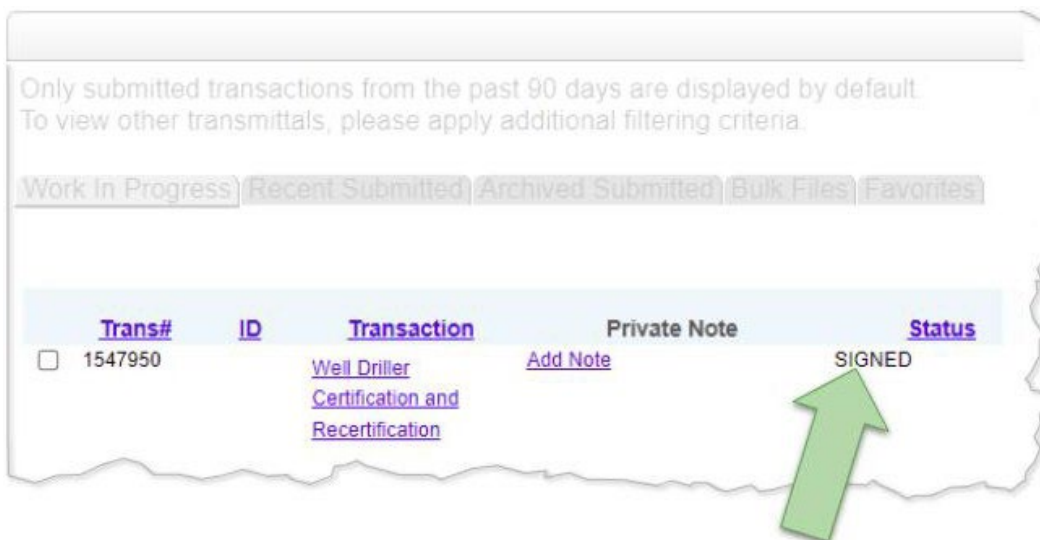
3. Enter your name in the **Signature of Applicant** field.
4. Click .

eDEP returns you to the **Forms** page:



Notice that in the transaction timeline, the **Forms**, **Attach Files**, and **Signature** links all have darker arrows above them which indicates that those steps are completed.

If you were to exit out of the application and look at your transaction in the transaction list of the tab on your "My eDEP" homepage, you would see that your transaction's status has changed from WORK IN PROGRESS to SIGNED:



Congratulations!

You have successfully signed your certification statement. The next step is to [pay the application fee](#).



STEP 5 Pay application fee

The application fee is \$400 for an initial General Well Driller Certificate – Reciprocity via NGWA Certificate + 1-yr MA Experience. This fee is non-waivable.

For more information, see 310 CMR 46.03 (4).

Before You Begin

To ensure that the nCourt payment processing page opens in your browser, enable pop-up windows in your browser for the eDEP website.

For more information, see Allowing pop-up windows.

To pay the application fee:

- 1 From the **Forms** page, click **Next** to navigate to the **Payment** page.

If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Payment** link in the transaction timeline:



eDEP displays the **Payment** page with the **Payment amount** for your transaction calculated for you:



MassDEP's Online Filing System

[MassDEP Home](#) | [Contact](#) | [Privacy Policy](#)

Username: TOMHINCH
Nickname: TOM H

LOG OFF

[My eDEP Forms](#) [My Profile](#) [Help Notifications](#)

Transaction Overview Trans# 1562934 ID# Well Driller Operation: Certification

[Forms](#)

[Attach Files](#)

[Signature](#)

[Payment](#)

[Submit](#)

Payment

Exit

DEP TRANS # 1562934

Payment Type

Credit Card/ACH

Payment amount:

400.00

Continue

Cancel

The "Credit Card/ACH" option is selected by default for **Payment Type**. It is currently the only method of payment supported.

- 2 Click [Continue](#).

eDEP launches the payment process in a new browser window. This process is managed by nCourt:



Payment

Receipt

Receipt

Payment

You have elected to pay for the following item(s).

Description	Attendee	Amount
DEP Tracking ID: 1563019 - Well Driller Operation: Certification	eDEP Online Filling System Test	\$400.00
		\$400.00

Service Fee: \$10.36

Total Amount Due: \$410.36

A convenience fee will be applied depending on payment method selected. Review the total payment amount after entering your payment information.

Billing Information

☐ International Address

Company Name

Tom's Well Drilling

OR

First Name

Bob

Last Name

Smith

Address 1

100 CAMBRIDGE STREET

Address 2

Enter Address Line 2

Zip

02114

City

BOSTON

State/Territory

Massachusetts

Phone Number

() -

Email

tom.hinchliffe@mass.gov

Confirm Email

tom.hinchliffe@mass.gov

Payment Information

☒ Credit/Debit Card ☐ Electronic Check/ACH

Card Type



Card Number

XXXXXXXXXX

CVV Code

XXXX

Expiration

11

2026

Check to accept both the Commonwealth of Massachusetts and nCourt Terms Agreements.

☒ I Accept

If the payment processing page does not open in your browser, be sure to enable pop-up windows for the eDEP domain. For more information, see [Allowing pop-up windows](#).



- 3 On the nCourt **Payment** page, fill out the **Billing Information** section. Enter *either* the name of your company or your first and last name. If you enter both, you'll get an error.

NOTE:

Do not enter both the Company Name and First / Last Names. Enter just one of these options.

Note that the following fields are required:

- a. **Company Name OR First/Last Name**
 - b. **Address 1**
 - c. **ZIP Code**
 - d. **City**
 - e. **Phone Number**
 - f. **Email** (and its confirmation)
- 4 In the **Payment Information** section, select one of the following payment options:
 - a. Credit/Debit Card: You'll enter your credit or debit card's details. This is the default.
 - b. Electronic Check/ACH: You'll enter your bank's routing number and your account number.
- 5 Enter your credit card's or bank/account's details.
- 6 Under the payment details, check ☐ **I Accept** to acknowledge that you have read and understand the terms of the payment.
- 7 If you want a text notification of your payment, enter your cell phone number at the bottom of the page in the **Mobile Number** field (nCort will send you an email receipt automatically):

Important Information

Please provide the correct billing address associated with the account being used to make the payment.

To receive an email confirmation of your payment, please include a valid email address.

If you would like a text notification payment confirmation sent to your mobile phone, enter the following:

Mobile Number

- 8 Click **Submit Payment**.

If the payment was successful, eDEP displays the **Payment Confirmation** page:



eDEP

MassDEP's Online Filing System

[MassDEP Home](#) | [Contact](#) | [Privacy Policy](#)

Username: TOMHINCH
Nickname: TOM H

[LOG OFF](#)

[My eDEP Forms](#) [My Profile](#) [Help Notifications](#)

Transaction Overview **Trans# 1562934 ID# Well Driller Certification and Recertification**

[Forms](#)

[Signature](#)

[Payment](#)

[Submit](#)

Payment

[print](#)

[Exit](#)

Payment Confirmation

Thank you. Your payment has been received and payment receipt has been emailed.

DEP TRANS # 1562934

Payment Amount: \$400

Payment Date: 8/3/2026 3:11:37 PM

DEP Payment Confirmation ID: 9a6ca650-b416-40ff-8f89-3dc9fe1a5d25

Note: Payment received after 3:30pm will not be posted until the next business day.

[Next](#)

Notice that in the transaction timeline, **Forms**, **Signature**, and **Payment** are completed (indicated by a darker arrow), and the remaining step is **Submit**.

Congratulations!

You have successfully paid the application fee. The next step is to submit your transaction to the Well Driller Program for review, as described in [Send transaction for review](#).



STEP 6 Send transaction for review

The final step in applying for certification using the eDEP Online Filing System ("eDEP") is to send your completed transaction to the Well Driller Program for review. (A transaction is sometimes called a submittal.)

To send your transaction for review:

- From the **Payment Confirmation** page, click **Next** to navigate to the **Review and Submit Your Transaction** page.

If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Submit** link in the transaction timeline:



eDEP displays the **Review and Submit your Transaction** page:

Transaction Overview Trans# 1547939 ID# Well Driller Certification and Recertification

Forms

Signature

Payment

Submit

Review and Submit your Transaction

Exit

Please review your transaction. If you are satisfied, scroll down and click submit.

Submit

An email confirmation will be automatically sent to the owner of this account at

If you would like to send this confirmation to others please enter their address below
separated by a semicolon;

DEP Transaction ID: 1547939
Date and Time Submitted: 10/25/2024 03:18:01
Other Email :

DEP Transaction ID: 1547939
Date and Time Submitted: 10/25/2024 03:18:01
Other Email :

Form Name: Well Driller Certification and Recertification
Form Name: Well Driller Operation:Recertification

Ancillary Document Uploaded/Mailed

Submit

- Carefully review the information on this page.



7. Optionally add people to whom you want a confirmation email sent as well. To do this, enter their email addresses.

If you enter more than one email address, separate them with semi-colons, as the following example shows:

fred@example.com;alice@example.com;tom@

8. Click **Confirm**.

Your submittal has been sent for review. eDEP displays the Receipt page:

Transaction Overview Trans# 1562932 ID#

[Forms](#) [Attach Files](#) [Signature](#) [Receipt](#)

Summary & Receipt

[Print Receipt](#) [Exit](#)

Your submission is complete. Thank you for using eDEP's online reporting system. Select My eDEP to see a list of your transactions. Click Print Receipt to save a copy of this receipt for your records.

DEP Transaction ID: 1562932
Date and Time Submitted: 8/3/2026 2:30:23 PM
Other Email :

DEP Transaction ID: 1562932
Date and Time Submitted: 8/3/2026 2:30:23 PM
Other Email :

Form Name: Well Driller Certification and Recertification
Form Name: Well Driller Operation: Certification

Ancillary Document Uploaded/Mailed
Out-of-State License(s) - By Mail
NGWA General Drilling Exam - By Mail

9. Optionally print the receipt by clicking **Print Receipt** or taking a screenshot of the page.

Congratulations!

You have successfully submitted your application for certification for review. You should receive an eDEP confirmation email within 10 minutes.



Monitoring Well Driller Certificate

STEP 1 Create a new transaction

Transactions in the eDEP Online Filing System ("eDEP") provide a way for you to track your progress during the application process. A transaction has one or more forms associated with it, plus supporting documentation and payment.

All transactions also have a unique number that you can use to find the transaction if you have more than one.

When your transaction is complete, you can send it to the eDEP Online Filing System ("eDEP") for review.

NOTE:

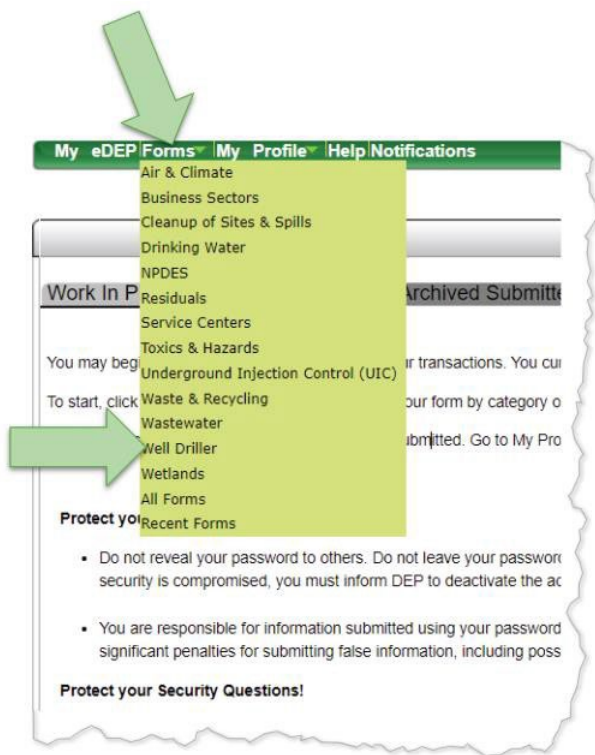
Before you continue, be sure that you have met the prerequisites. This includes having an eDEP account.

For more information, see [Before you begin](#).

The first step in applying for initial certification as a well driller is to create a new transaction in eDEP.

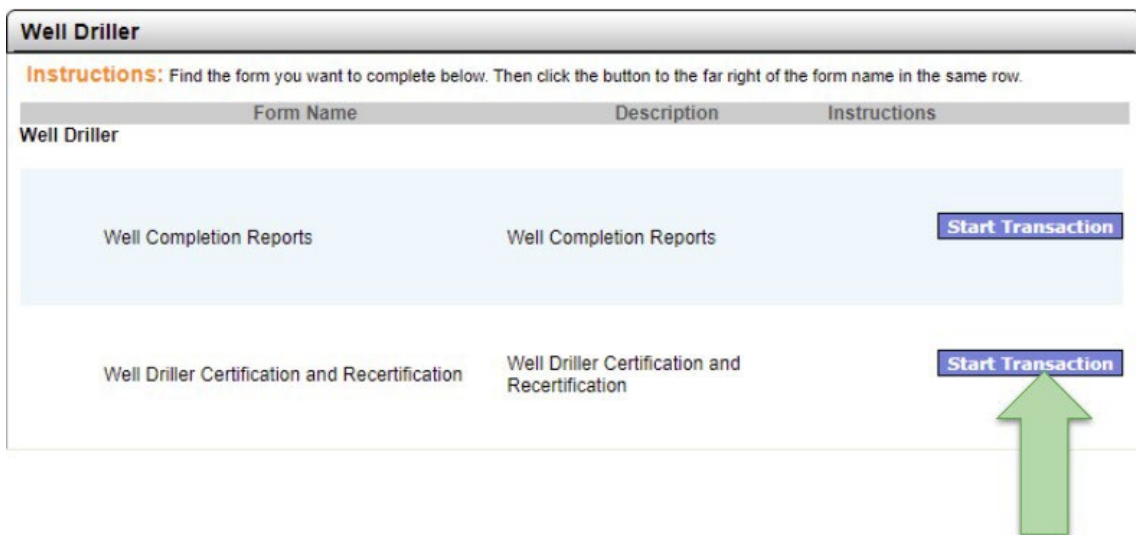
To create a new transaction:

- 1 Log in to the [eDEP Online Filing system](#) .
For more information, see [Logging in to your eDEP account](#).
- 2 Select **Forms > Well Driller**:



eDEP displays the **Well Driller** page.

- 3 Click **Start Transaction** next to "Well Driller Certification and Recertification":



eDEP creates a new transaction and displays the **Forms** page.

Notice that eDEP assigned the new transaction a unique number:



Transaction Overview Trans# 1547526 ID# Well Driller Certification and Recertification	
Forms	
Forms	
Print Transaction Delete Transaction Share	
Errors Checked/Validated	Fill out the following forms for this transaction:
—	Well Driller Certification and Recertification

- 4 Click **Next** or the "Well Driller Certification and Recertification" form link in the list:

Transaction Overview Trans# 1547526 ID# Well Driller Certification and Recertification	
Forms	
Forms	
Print Transaction Delete Transaction Share	
Errors Checked/Validated	Fill out the following forms for this transaction:
—	Well Driller Certification and Recertification



The **Well Driller Certification and Recertification** form displays:





Massachusetts Department of Environmental Protection
Well Driller Menu
Well Driller Certification and Recertification

☐ Online certification.
Certification Class:

☐ Recertification.
Certification Number:

☐ Well driller demographic updates.
Certification Number:

This is a simple form in which you choose the type of certification that you are applying for.

- 5 Because you are applying for initial certification
 - a. Select the **Online certification** checkbox and
 - b. Select the certification class that applies to you from the dropdown menu:



MassDEP's Online Filing System

Well Driller Certification and Recertification - Transaction #1562915

Error Check

Save

Instructions

Print

Exit



Massachusetts Department of Environmental Protection

Well Driller Menu

Well Driller Certification and Recertification



☒ Online certification.

Certification Class:

Recertification.

Certification Number:

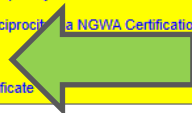
Well driller demographic updates

Certification Number:

(a)

Select Certification Type

- General Well Driller Certificate – Standard Application
- General Well Driller Certificate – Reciprocity via Licensure
- General Well Driller Certificate – Reciprocity via NGWA Certification + 1-yr MA Experience
- Monitoring Well Driller Certificate
- Monitoring Well + CLGT Driller Certificate



(b)

Error Check & Next

In this case choose Monitoring Well Driller Certificate.

6 Click **Error Check & Next**.

Transaction Overview Trans# 1562915 ID# Well Driller Certification and Recertification

Forms → Attach Files → Signature → Submit

Forms

Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/Validated	Fill out the following forms for this transaction:
✓	Well Driller Certification and Recertification
–	Well Driller Operation: Certification

Next

Congratulations!

You have created a new transaction and successfully filled out the first form. The next step is to [fill out the main application form](#).



STEP 2 Fill out the forms

After you create a new transaction, you must enter information in the *Initial – Well Driller Certification* form using the eDEP Online Filing System ("eDEP").

To fill out the *Initial – Well Driller Certification* form:

- 1 From the **Forms** page, click **Next**.

If you're not on the **Forms** page, return to it by clicking **My eDEP** and then the transaction you just created in the list.

The *Initial – Well Driller Certification* form displays:

The screenshot shows the eDEP online filing system interface. At the top, the eDEP logo and "MassDEP's Online Filing System" are displayed. Below this, the transaction title "Well Driller Operation: Certification - Transaction #1562915" is shown. A navigation bar contains buttons for "Error Check", "Save", "Print", and "Exit". The main content area features the Massachusetts Department of Environmental Protection logo and the text "Bureau of Water Resources – Well Driller Program". The form title "BRP WS 38a" and subtitle "Initial - Well Driller Certification" are prominently displayed. On the left, there are links for "Demographic Info", "Work Experience", and "Licensing & Compliance". The form is divided into two main sections: "A. Applicant Information" and "B. Company Info". Section A includes fields for First Name, Last Name, Home Address 1, Home Address 2, City/Town (dropdown), State (dropdown), ZIP Code, Email, Home Phone, Cell Phone, and Fax. Section B includes fields for Company, Address 1, Address 2, City/Town (dropdown), State (dropdown), ZIP Code, Company Phone, Ext, Cell Phone, Email, Company Website, and Fax. At the bottom right, there are navigation buttons for "<< Prev" and "Next >>".

Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program
BRP WS 38a
Initial - Well Driller Certification

[Demographic Info](#)
[Work Experience](#)
[Licensing & Compliance](#)

A. Applicant Information

First Name: Last Name: Home Address 1: Home Address 2:
City/ Town: State: ZIP Code: Email:
Home Phone: Cell Phone: Fax:

B. Company Info

Company:
Address 1: Address 2: City/ Town: State:
Zip Code: Company Phone: Ext: Cell Phone:
Email: Company Website: Fax:

<< Prev Next >>



Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program

BRP WS 38a

Initial - Well Driller Certification

[Demographic Info](#)

[Work Experience](#)

[Licensing & Compliance](#)

C. Work Experience

Employer 1 Details

Employer Name

Address

City

State

ZipCode

Phone

Date From

Date To

Duties and Responsibilities

Employer 2 Details

Employer Name

Address

City

State

ZipCode

Phone

Date From

Date To

Duties and Responsibilities

Employer 3 Details

Employer Name

Address

City

State

ZipCode

Phone

Date From

Date To

Duties and Responsibilities





Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program
BRP WS 38a
Initial - Well Driller Certification

[Demographic Info](#)
[Work Experience](#)
[Licensing & Compliance](#)

D. Licensing

NGWA Certification Information (if applicable):

Certification Number Issued since

Out of State License Information (if applicable):

Issuing State or Authority	Title and number	License first issued date	In good standing
			☐ Yes ☐ No

Did license require passing the NGWA General Drilling exam? ☐ Yes ☐ No

E. Statement of Tax Compliance

Massachusetts General Laws Chapter 62C, §47A and §49A, Administrative Provisions Relative to State Taxation apply to anyone seeking to be registered as a well driller in Massachusetts. These provisions require that any person applying for registration or renewal must certify under penalties of perjury that they have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Company owner or other official

<< Prev

Error Check & Next

The *Initial – Well Driller Certification* form has the following sections:

- A: Driller Information
- B: Company Information
- C: Work Experience
- D: Licensing
- E: Statement of Tax Compliance

You must fill out all the required fields of this form before you can continue. Each of these sections is described below.



A: Driller Information

Enter information about yourself in the **Driller Information** section A of the *Initial – Well Driller Certification* form:

A. Applicant Information			
First Name:	Last Name:	Home Address 1:	Home Address 2:
City/ Town:	State:	ZIP Code:	Email
BOSTON	MASSACHUSETTS		
Home Phone	Cell Phone	Fax	

The required fields are as follows:

- First Name
- Last Name
- Home Address 1
- City/Town
- State
- ZIP Code
- Email
- Home Phone (list your cell phone if you do not have a home phone)
- Cell Phone (list your home phone if you do not have a cell phone)



B: Company Information

Enter data about your company in the **Company Information** section of the *Initial – Well Driller Certification* form:

All fields except **Address 2**, **Company Website**, **Fax** and **Ext** are required.

If you are currently not affiliated with a company, enter “self-employed” in the **Company** field. If you do not have a work email address, enter your personal email address in the **Email** field.

B. Company Info

Company 			
Address 1: 	Address 2: 	City/ Town: BOSTON	State: MASSACHUSETTS
Zip Code: 	Company Phone: 	Ext 	Cell Phone
Email 	Company Website 	Fax 	



C: Work Experience

Enter data about your work experience in the **Work Experience** section of the *Initial – Well Driller Certification* form. All fields in the “Employer 1 Details” subsection are required.



Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program

BRP WS 38a

Initial - Well Driller Certification

[Demographic Info](#)

[Work Experience](#)

[Licensing & Compliance](#)

C. Work Experience

Employer 1 Details

Employer Name

Address

City

State

ZipCode

Phone

Date From

Date To

Duties and Responsibilities

Employer 2 Details

Employer Name

Address

City

State

ZipCode

Phone

Date From

Date To

Duties and Responsibilities

Employer 3 Details

Employer Name

Address

City

State

ZipCode

Phone

Date From

Date To

Duties and Responsibilities



D: Licensing

Enter data about your licensing in the **Licensing** section of the *Initial – Well Driller Certification* form, as applicable. None of the Section D fields are required.



MassDEP's Online Filing System

Well Driller Operation: Certification - Transaction #1562915

Print

Exit



Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program

BRP WS 38a

Initial - Well Driller Certification

[Demographic Info](#)

[Work Experience](#)

[Licensing & Compliance](#)

D. Licensing

NGWA Certification Information (if applicable):

Certification Number

Issued since

Out of State License Information (if applicable):

Issuing State or Authority

Title and number

License first issued date

In good
standing

☐ Yes ☐

No

Did license require passing the NGWA General Drilling exam?

☐ Yes ☐ No

E: Statement of Tax Compliance

Enter data about your statement of tax compliance in the **Statement of Tax Compliance** section of the *Initial – Well Driller Certification* form:

E. Statement of Tax Compliance

Massachusetts General Laws Chapter 62C, §47A and §49A, Administrative Provisions Relative to State Taxation apply to anyone seeking to be registered as a well driller in Massachusetts. These provisions require that any person applying for registration or renewal must certify under penalties of perjury that they have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Company owner or other official

JOHN SMITH

<< Prev



Validating your application

After you filled out all sections of the *Initial – Well Driller Certification* form, you must check it for errors.

To check your form for errors:

10. Click **Error Check & Next** at the bottom of the form.

eDEP validates all information that you entered into the form. For example, eDEP checks that you entered a value in all the required fields. In addition, eDEP checks some fields for validity; for example, phone number fields require 10 digits.

11. If there are any errors, eDEP reports them in red at the bottom of the page:



MassDEP's Online Filing System

Well Driller Operation: Certification - Transaction #1562915

Error Check

Save

Print

Exit



Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program
BRP WS 38a
Initial - Well Driller Certification

[Demographic Info](#)

[Work Experience](#)

[Licensing & Compliance](#)

D. Licensing

NGWA Certification Information (if applicable):

Certification Number

Issued since

Out of State License Information (if applicable):

Issuing State or Authority

Title and number

License first issued date

In good
standing

☐ Yes ☐
No

Did license require passing the NGWA General Drilling exam?

☐ Yes ☐ No

E. Statement of Tax Compliance

Massachusetts General Laws Chapter 62C, §47A and §49A, Administrative Provisions Relative to State Taxation apply to anyone seeking to be registered as a well driller in Massachusetts. These provisions require that any person applying for registration or renewal must certify under penalties of perjury that they have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Company owner or other official

Tom Hinchliffe

<< Prev

Error Check & Next

Error Message [Below are links where error(s) occurred]	Section Name	Description
A response to this question is required in order to continue.	Demographic Info	Section A Home Address1
A response to this question is required in order to continue.	Demographic Info	Section A Zip Code
A response to this question is required in order to continue.	Demographic Info	Section B Company Phone

12. Correct any errors, return to this page, and click **Error Check & Next** again.

NOTE:

Do not use your browser's **Back** button to return to Sections A through D

Instead, please click the Demographic Info link in the upper lefthand corner of the page to edit Sections A or B, or click the Work Experience link to edit Section C, as the following example shows:



MassDEP's Online Filing System

Well Driller Operation: Certification - Transaction #1562915

Error Check

Save

Print

Exit



Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program
BRP WS 38a
Initial - Well Driller Certification

[Demographic Info](#)

[Work Experience](#)

[Licensing & Compliance](#)

D. Licensing

NGWA Certification Information (if applicable):

Certification Number

Issued since

Out of State License Information (if applicable):

Issuing State or Authority

Title and number

License first issued date

In good standing

☐ Yes ☐ No

No

Did license require passing the NGWA General Drilling exam?

☐ Yes ☐ No

E. Statement of Tax Compliance

Massachusetts General Laws Chapter 62C, §47A and §49A, Administrative Provisions Relative to State Taxation apply to anyone seeking to be registered as a well driller in Massachusetts. These provisions require that any person applying for registration or renewal must certify under penalties of perjury that they have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Company owner or other official

Tom Hinchliffe

<< Prev

Error Check & Next

Error Message [Below are links where error(s) occurred]	Section Name	Description
A response to this question is required in order to continue.	Demographic Info	Section A Home Address1
A response to this question is required in order to continue.	Demographic Info	Section A Zip Code
A response to this question is required in order to continue.	Demographic Info	Section B Company Phone



MassDEP's Online Filing System

My eDEP Forms ▾ My Profile ▾ Help Notifications

MassDEP Home | Contact | Privacy Policy

Username: TOMHINCH
Nickname: TOM H [LOG OFF](#)

Transaction Overview Trans# 1562915 ID# Well Driller Operation: Certification

Forms → Attach Files → Signature → Submit

Forms

Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/ Validated	Fill out the following forms for this transaction:
✓	Well Driller Certification and Recertification
✓	Well Driller Operation: Certification

[Next](#)

If there are no errors, eDEP returns you to the **Forms** page:



MassDEP's Online Filing System

My eDEP Forms ▾ My Profile ▾ Help Notifications

MassDEP Home | Contact | Privacy Policy

Username: TOMHINCH
Nickname: TOM H [LOG OFF](#)

Transaction Overview Trans# 1562915 ID# Well Driller Operation: Certification

Forms → Attach Files → Signature → Submit

Forms

Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/ Validated	Fill out the following forms for this transaction:
✓	Well Driller Certification and Recertification
✓	Well Driller Operation: Certification

[Next](#)

Notice that there is now a ✓ next to each form link indicating that you have successfully completed that form.

Congratulations!

You have successfully filled out the *Initial – Well Driller Certification* form. The next step is to add supporting documentation to your transaction, as described in [Attach supporting documents](#).



STEP 3 Attach supporting documents

After you have completed all sections of the *Initial – Well Driller Certification* form, you can attach files that support your application in the eDEP Online Filing System ("eDEP").

Note: in some cases, the required attachments will differ from those indicated on the eDEP attachments page. Please contact MassDEP at 617-292-5770 or program.director-dwp@mass.gov before beginning your eDEP application to verify the attachments that are appropriate for your circumstances.

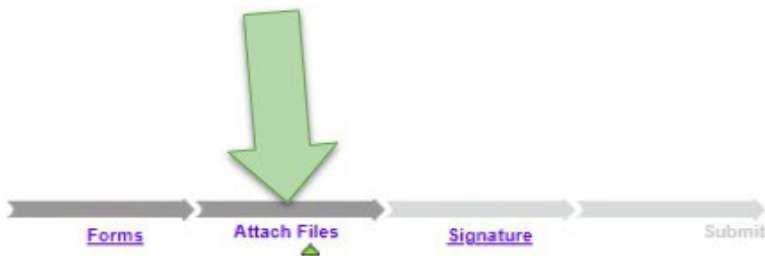
The files you attach can be either paper based or electronic. For electronic files, you can upload the following types using eDEP:

- DOC
- DOCX
- GIF
- HTML
- JPG/JPEG
- PDF
- RTF
- TIFF
- TXT
- XLS
- XLSX
- XML
- ZIP

To attach files to your application:

- 1 Click **Next** from the **Forms** page to navigate to the **Attach Files** page.

If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Attach Files** link in the transaction timeline:



If this is the first time you have been to the **Attach Files** page for this transaction, eDEP allows you to attach files or send them by mail, as shown below. **Note: MassDEP strongly recommends attaching files electronically to avoid application processing delays.**

Also note that this application type typically requires submitting your passing (70% or higher) score on the NGWA General Drilling Exam. The exam date must be within two years of the application date.



eDEP

MassDEP's Online Filing System

[MassDEP Home](#) | [Contact](#) | [Privacy Policy](#)

Username: TOMHINCH
Nickname: TOM H

LOG OFF

[My eDEP Forms](#) ▾ [My Profile](#) ▾ [Help Notifications](#)

Transaction Overview Trans# 1562936 ID# Well Driller Operation: Certification

[Forms](#)

Attach Files

[Signature](#)

[Submit](#)

Attach Files

[Exit](#)

You may attach your files here or send them by mail

	Send File Electronically *	Send By Mail
NGWA General Drilling Exam	Choose File CP.pdf	☐
NGWA Exam M	Choose File CP.pdf	☐

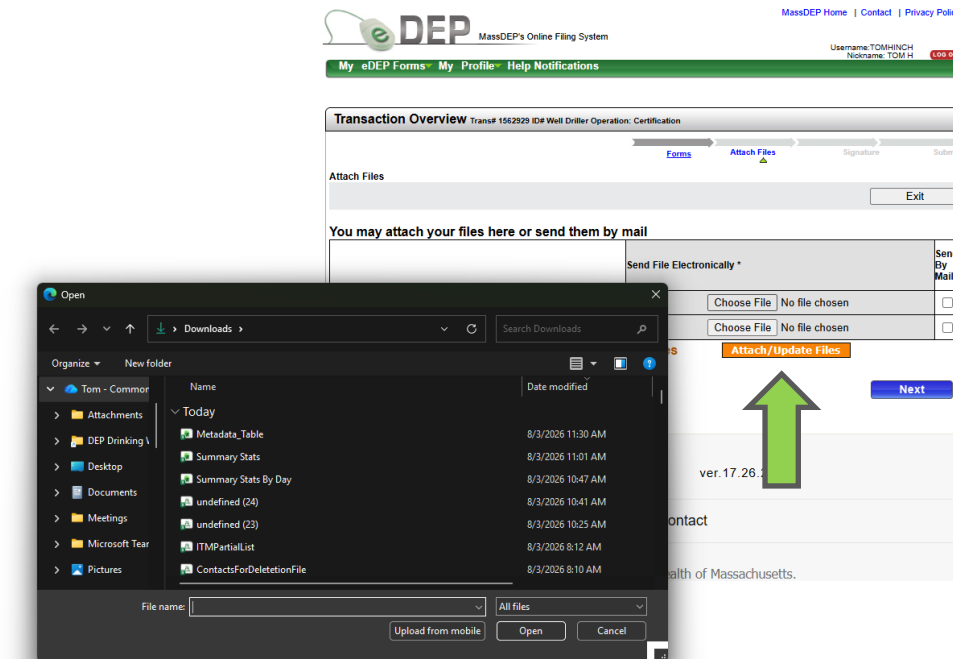
To attach files you must click attach/update files

Attach/Update Files

Next

**Files are required to send all files under 50 MB electronically*

- 2 If you have a file to attach, select the [Choose File](#) button and select a file to attach:





3 Otherwise, check **Send By Mail:**



DEP

MassDEP's Online Filing System

[MassDEP Home](#) | [Contact](#) | [Privacy Policy](#)

Username: TOMHINCH
Nickname: TOM H

LOG OFF

[My eDEP Forms](#) ▾ [My Profile](#) ▾ [Help Notifications](#)

Transaction Overview Trans# 1562936 ID# Well Driller Operation: Certification

[Forms](#)

[Attach Files](#)

[Signature](#)

[Submit](#)

Attach Files

[Exit](#)

You may attach your files here or send them by mail

	Send File Electronically *	Send By Mail
NGWA General Drilling Exam	Choose File No file chosen	☒
NGWA Exam M	Choose File No file chosen	☒

To attach files you must click attach/update files

[Attach/Update Files](#)

[Next](#)

**Filers are required to send all files under 50 MB electronically*

4 When done attaching or choosing send by mail, be sure to click

[Attach/Update Files](#)



DEP

MassDEP's Online Filing System

[MassDEP Home](#) | [Contact](#) | [Privacy Policy](#)

Username: TOMHINCH
Nickname: TOM H

LOG OFF

[My eDEP Forms](#) ▾ [My Profile](#) ▾ [Help Notifications](#)

Transaction Overview Trans# 1562936 ID# Well Driller Operation: Certification

[Forms](#)

[Attach Files](#)

[Signature](#)

[Submit](#)

Attach Files

[Exit](#)

You may attach your files here or send them by mail

	Send File Electronically *	Send By Mail
NGWA General Drilling Exam	Choose File CP.pdf	☐
NGWA Exam M	Choose File CP.pdf	☐

To attach files you must click attach/update files

[Attach/Update Files](#)

[Next](#)

**Filers are required to send all files under 50 MB electronically*



- 5 When you're done attaching files, you might have a list that looks like the following:

MassDEP Home | Contact | Privacy Policy

eDEP MassDEP's Online Filing System

Username: TOMHINCH
Nickname: TOM H [LOG OFF](#)

[My eDEP Forms](#) [My Profile](#) [Help Notifications](#)

Transaction Overview Trans# 1562936 ID# Well Driller Operation: Certification

[Forms](#) [Attach Files](#) [Signature](#) [Submit](#)

Attach Files

[Exit](#)

You may attach your files here or send them by mail

	Send File Electronically *	Send By Mail
NGWA General Drilling Exam	View Remove	☐
NGWA Exam M	View Remove	☐

To attach files you must click attach/update files [Attach/Update Files](#)

[Next](#)

**Filers are required to send all files under 50 MB electronically*

Note that the attachments page for this application type needs to be updated. As noted in the [Summary](#) section, the typical attachments for the Monitoring Well Driller Certification application are the applicants active NGWA Certificate and certificate card.

- 6 Click [Next](#) and proceed to [Step 4: Sign the certification statement](#).
Congratulations!

You have added files to support your application for initial certification. The next step is to [sign the certification statement](#).



STEP 4 Sign certification statement

After you finish attaching supporting documentation to the *Initial – Well Driller Certification* form, you must sign the certification statement using the eDEP Online Filing System ("eDEP"). By signing, you acknowledge that you have read and agree with the statement on the **Signature** page.

To sign and accept the certification statement:

- 1 Click **Next** from the **Attach Files** page to navigate to the certification **Signature** page.

If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Signature** link in the transaction timeline:



The **Signature** page displays.

Transaction Overview Trans# 1562927 ID#

Forms Attach Files **Signature** Submit

Signature Exit

Please select the box below and then indicate your acceptance.

Well Driller Operation: Certification - 1 Form(s)

☐ SIGNATURE 1 (a)

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision and that the information submitted is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of revocation of any certification or permit issued to this application for knowing violations.

By entering my name I acknowledge that I have read and agree with the certification statement

Signature of Applicant Date (c)

(b)

I accept I do not accept

The arrows in the above image highlight the (a) **SIGNATURE 1** checkbox, (b) where to sign your name, and (c) where to update the date:

- 2 On the **Signature** page, select the **SIGNATURE 1** checkbox.



- 3 Enter your name in the **Signature of Applicant** field.
- 4 Click .

eDEP returns you to the **Forms** page:



MassDEP's Online Filing System

[MassDEP Home](#) | [Contact](#) | [Privacy Policy](#)

Username: TOMHINCH
Nickname: TOM H

[LOG OFF](#)

[My eDEP Forms](#) [My Profile](#) [Help Notifications](#)

Transaction Overview Trans# 1562915 ID# Well Driller Operation: Certification

Forms

Attach Files

Signature

Payment

Submit

Print Transaction

Delete Transaction

Share Transaction

Exit

Errors Checked/ Validated	Fill out the following forms for this transaction:
✓	Well Driller Certification and Recertification
✓	Well Driller Operation: Certification

Next

Notice that in the transaction timeline, the **Forms**, **Attach Files**, and **Signature** links all have darker arrows above them which indicates that those steps are completed.

If you were to exit out of the application and look at your transaction in the transaction list of the tab on your "My eDEP" homepage, you would see that your transaction's status has changed from WORK IN PROGRESS to SIGNED:

Only submitted transactions from the past 90 days are displayed by default.
To view other transmittals, please apply additional filtering criteria.

Trans#	ID	Transaction	Private Note	Status
☐ 1547950		Well Driller Certification and Recertification	Add Note	SIGNED

Congratulations!

You have successfully signed your certification statement. The next step is to [pay the application fee](#).



STEP 5 Pay application fee

The application fee is \$200 for an initial Monitoring Well Driller Certificate. This fee is non-waivable. For more information, see 310 CMR 46.03 (4).

Before you Begin

Do not use your browser's **Back** button to return to Sections A through D

To pay the application fee:

- From the **Forms** page, click **Next** to navigate to the **Payment** page.

If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Payment** link in the transaction timeline:



eDEP displays the **Payment** page with the **Payment amount** for your transaction calculated for you:

MassDEP Home | Contact | Privacy Policy

Username: TOMHINCH
Nickname: TOM H **LOG OFF**

My eDEP Forms My Profile Help Notifications

Transaction Overview Trans# 1562936 ID# Well Driller Operation: Certification

Forms Attach Files Signature **Payment** Submit

Payment

DEP TRANS # 1562936

Payment Type: Credit Card/ACH

Payment amount: 200.00

Continue Cancel

Exit

The "Credit Card/ACH" option is selected by default for **Payment Type**. It is currently the only method of payment supported.

- Click **Continue**.



eDEP launches the payment process in a new browser window. This process is managed by nCourt:

Payment

Receipt

Receipt

Payment

You have elected to pay for the following item(s).

Description	Attendee	Amount
DEP Tracking ID: 1563019 - Well Driller Operation: Certification	eDEP Online Filing System Test	\$200.00
		\$200.00

Service Fee: \$5.18
Total Amount Due: \$205.18

A convenience fee will be applied depending on payment method selected. Review the total payment amount after entering your payment information.

Billing Information

☐ International Address

Company Name
Tom's Well Drilling

OR

First Name
Bob

Last Name
Smith

Address 1
100 CAMBRIDGE STREET

Address 2
Enter Address Line 2

Zip
02114

City
BOSTON

State/Territory
Massachusetts

Phone Number
() -

Email
tom.hinchliffe@mass.gov

Confirm Email
tom.hinchliffe@mass.gov

Payment Information

☒ Credit/Debit Card ☐ Electronic Check/ACH

Card Type
VISA ☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ DISCOVER

Card Number
[REDACTED]

CVV Code
[REDACTED]

Expiration
11 2026

Check to accept both the Commonwealth of Massachusetts and nCourt Terms Agreements.
☒ I Accept

If the payment processing page does not open in your browser, be sure to enable pop-up windows for the eDEP domain. For more information, see [Allowing pop-up windows](#).

- On the nCourt **Payment** page, fill out the **Billing Information** section. Enter *either* the name



of your company or your first and last name. If you enter both, you'll get an error.

NOTE:

Do not enter both the Company Name and First / Last Names. Enter just one of these options.

Note that the following fields are required:

- a. **Company Name OR First/Last Name**
 - b. **Address 1**
 - c. **ZIP Code**
 - d. **City**
 - e. **Phone Number**
 - f. **Email** (and its confirmation)
- 8 In the **Payment Information** section, select one of the following payment options:
- a. Credit/Debit Card: You'll enter your credit or debit card's details. This is the default.
 - b. Electronic Check/ACH: You'll enter your bank's routing number and your account number.
- 9 Enter your credit card's or bank/account's details.
- 10 Under the payment details, check ☐ **I Accept** to acknowledge that you have read and understand the terms of the payment.
- 11 If you want a text notification of your payment, enter your cell phone number at the bottom of the page in the **Mobile Number** field (nCort will send you an email receipt automatically):

Important Information

Please provide the correct billing address associated with the account being used to make the payment.

To receive an email confirmation of your payment, please include a valid email address.

If you would like a text notification payment confirmation sent to your mobile phone, enter the following:

Mobile Number

- 12 Click **Submit Payment**.

If the payment was successful, eDEP displays the **Payment Confirmation** page:



MassDEP's Online Filing System

[MassDEP Home](#) | [Contact](#) | [Privacy Policy](#)

Username: TOMHINCH
Nickname: TOM H

[LOG OFF](#)

[My eDEP Forms](#) ▾ [My Profile](#) ▾ [Help Notifications](#)

Transaction Overview **Trans# 1562936 ID# Well Driller Certification and Recertification**

[Forms](#)
▲

[Signature](#)

[Payment](#)

[Submit](#)

Payment

[print](#)

[Exit](#)

Payment Confirmation

Thank you. Your payment has been received and payment receipt has been emailed.

DEP TRANS # 1562936

Payment Amount: \$200

Payment Date: 8/3/2026 3:36:59 PM

DEP Payment Confirmation ID: 27cc7330-ec6d-4188-88e4-a58cd3d6f2d5

Note: Payment received after 3:30pm will not be posted until the next business day.

[Next](#)

Notice that in the transaction timeline, **Forms**, **Signature**, and **Payment** are completed (indicated by a darker arrow), and the remaining step is **Submit**.

Congratulations!

You have successfully paid the application fee. The next step is to submit your transaction to the Well Driller Program for review, as described in [Send transaction for review](#).



STEP 6 Send transaction for review

The final step in applying for certification using the eDEP Online Filing System ("eDEP") is to send your completed transaction to the Well Driller Program for review. (A transaction is sometimes called a submittal.)

To send your transaction for review:

- 1 From the **Payment Confirmation** page, click **Next** to navigate to the **Review and Submit Your Transaction** page.

If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Submit** link in the transaction timeline:



eDEP displays the **Review and Submit your Transaction** page:

 **MassDEP's Online Filing System**

[MassDEP Home](#) | [Contact](#) | [Privacy Policy](#)

Username: TOMHINCH
Nickname: TOM H [LOG OFF](#)

[My eDEP Forms](#) [My Profile](#) [Help Notifications](#)

Transaction Overview [Trans# 1562936 ID# Well Driller Certification and Recertification](#)

[Forms](#) [Signature](#) [Payment](#) [Submit](#)

Review and Submit your Transaction

[Exit](#)

Please review your transaction. If you are satisfied, scroll down and click submit.

[Submit](#)

An email confirmation will be automatically sent to the owner of this account at

If you would like to send this confirmation to others please enter their address below
separated by a semicolon;

DEP Transaction ID: 1562936
Date and Time Submitted: 08/03/2026 03:43:07 PM
Other Email :

DEP Transaction ID: 1562936
Date and Time Submitted: 08/03/2026 03:43:07 PM
Other Email :

Form Name: Well Driller Certification and Recertification
Form Name: Well Driller Operation: Certification

Ancillary Document Uploaded/Mailed
NGWA Exam M - Uploaded (CP.pdf)
NGWA General Drilling Exam - Uploaded (CP.pdf)

[Submit](#)



- 2 Carefully review the information on this page.
- 3 Optionally add people to whom you want a confirmation email sent as well. To do this, enter their email addresses.

If you enter more than one email address, separate them with semi-colons, as the following example shows:

fred@example.com;alice@example.com;tom@

- 4 Click **Confirm**.

Your submittal has been sent for review. eDEP displays the Receipt page:

MassDEP Home | Contact | Privacy Policy

Username: TOMHINCH
Nickname: TOM H **LOG OFF**

My eDEP Forms My Profile Help Notifications

Receipt

Forms Signature Payment Receipt

Summary/Receipt

print receipt Exit

Your submission is complete. Thank you for using DEP's online reporting system. You can select "My eDEP" to see a list of your transactions.

DEP Transaction ID: 1562936
Date and Time Submitted: 8/3/2026 3:43:16 PM
Other Email :

DEP Transaction ID: 1562936
Date and Time Submitted: 8/3/2026 3:43:16 PM
Other Email :

Form Name: Well Driller Certification and Recertification
Form Name: Well Driller Operation: Certification

Ancillary Document Uploaded/Mailed
NGWA Exam M - Uploaded (CP.pdf)
NGWA General Drilling Exam - Uploaded (CP.pdf)

[My eDEP](#)

- 5 Optionally print the receipt by clicking **Print Receipt** or taking a screenshot of the page.

Congratulations!

You have successfully submitted your application for certification for review. You should receive an eDEP confirmation email within 10 minutes.

Monitoring Well + CLGT Driller Certificate



STEP 1 Create a new transaction

Transactions in the eDEP Online Filing System ("eDEP") provide a way for you to track your progress during the application process. A transaction has one or more forms associated with it, plus supporting documentation and payment.

All transactions also have a unique number that you can use to find the transaction if you have more than one.

When your transaction is complete, you can send it to the eDEP Online Filing System ("eDEP") for review.

NOTE:

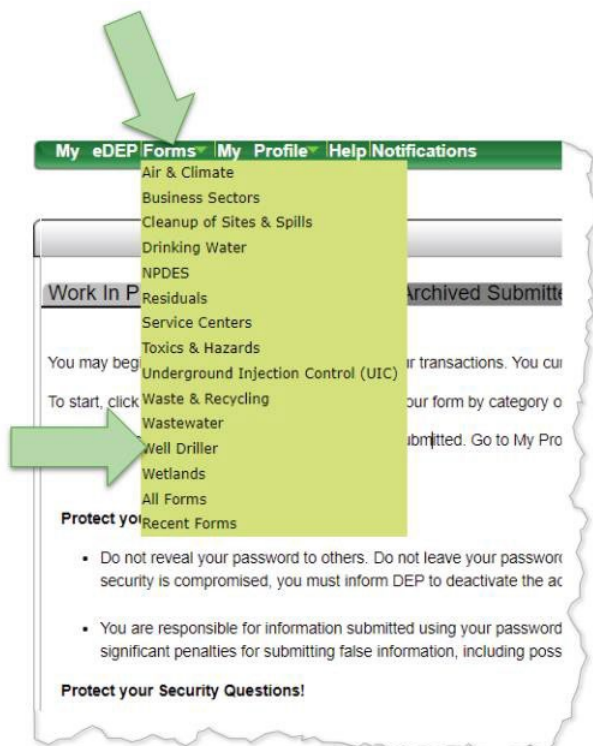
Before you continue, be sure that you have met the prerequisites. This includes having an eDEP account.

For more information, see [Before you begin](#)

The first step in applying for initial certification as a well driller is to create a new transaction in eDEP.

To create a new transaction:

- 1 Log in to the [eDEP Online Filing system](#).
For more information, see [Logging in to your eDEP account](#).
- 2 Select **Forms > Well Driller**:





eDEP displays the **Well Driller** page.

- 3 Click **Start Transaction** next to "Well Driller Certification and Recertification":

Well Driller

Instructions: Find the form you want to complete below. Then click the button to the far right of the form name in the same row.

Form Name	Description	Instructions
Well Driller		
Well Completion Reports	Well Completion Reports	Start Transaction
Well Driller Certification and Recertification	Well Driller Certification and Recertification	Start Transaction

eDEP creates a new transaction and displays the **Forms** page.

Notice that eDEP assigned the new transaction a unique number:

Transaction Overview **Trans# 1547526 ID# Well Driller Certification and Recertification**

[Forms](#)

Forms

[Print Transaction](#) [Delete Transaction](#) [Share](#)

Errors Checked/Validated	Fill out the following forms for this transaction:
—	Well Driller Certification and Recertification

- 4 Click **Next** or the "Well Driller Certification and Recertification" form link in the list:



Transaction Overview Trans# 1547526 ID# Well Driller Certification and Recertification

Forms 

Forms

Print Transaction Delete Transaction Share

Errors Checked/ Validated	Fill out the following forms for this transaction:
—	Well Driller Certification and Recertification





The **Well Driller Certification and Recertification** form displays:

	Massachusetts Department of Environmental Protection Well Driller Menu Well Driller Certification and Recertification
☐ Online certification. Certification Class:	
☐ Recertification. Certification Number:	
☐ Well driller demographic updates. Certification Number:	

This is a simple form in which you choose the type of certification that you are applying for.

- 5 Because you are applying for initial certification
 - a. Select the **Online certification** checkbox and
 - b. Select the certification class that applies to you from the dropdown menu:



MassDEP's Online Filing System

Well Driller Certification and Recertification - Transaction #1562915

Error Check

Save

Instructions

Print

Exit



Massachusetts Department of Environmental Protection

Well Driller Menu

Well Driller Certification and Recertification



Online certification.

Certification Class:



Certification.

Certification Number:



driller demographic updates

Certification Number:

(a)

Select Certification Type

General Well Driller Certificate – Standard Application

General Well Driller Certificate – Reciprocity via Licensure

General Well Driller Certificate – Reciprocity via NGWA Certification + 1-yr MA Experience

Monitoring Well Driller Certificate

Monitoring Well + CLGT Driller Certificate

(b)

Error Check & Next

In this case choose Monitoring Well + CLGT Driller Certificate.

6 Click **Error Check & Next**.

Transaction Overview Trans# 1562915 ID# Well Driller Certification and Recertification	
Forms → Attach Files → Signature → Submit	
Forms	
Print Transaction Delete Transaction Share Transaction Exit	
Errors Checked/Validated	Fill out the following forms for this transaction:
✓	Well Driller Certification and Recertification
–	Well Driller Operation: Certification
Next	

Congratulations!

You have created a new transaction and successfully filled out the first form. The next step is to [fill out the main application form](#).



STEP 2 Fill out the forms

After you create a new transaction, you must enter information in the *Initial – Well Driller Certification* form using the eDEP Online Filing System ("eDEP").

To fill out the *Initial – Well Driller Certification* form:

- 1 From the **Forms** page, click **Next**.

If you're not on the **Forms** page, return to it by clicking **My eDEP** and then the transaction you just created in the list.

The *Initial – Well Driller Certification* form displays:

MassDEP's Online Filing System

Well Driller Operation: Certification - Transaction #1562915

[Error Check](#) [Save](#) [Print](#) [Exit](#)



Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program
BRP WS 38a
[Initial - Well Driller Certification](#)

[Demographic Info](#)
[Work Experience](#)
[Licensing & Compliance](#)

A. Applicant Information

First Name:	Last Name:	Home Address 1:	Home Address 2:
City/ Town:	State:	ZIP Code:	Email
BOSTON	MASSACHUSETTS		
Home Phone	Cell Phone	Fax	

B. Company Info

Company			
Address 1:	Address 2:	City/ Town:	State:
		BOSTON	MASSACHUSETTS
Zip Code:	Company Phone:	Ext	Cell Phone
Email	Company Website	Fax	

[<< Prev](#) [Next >>](#)



Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program

BRP WS 38a

Initial - Well Driller Certification

[Demographic Info](#)

[Work Experience](#)

[Licensing & Compliance](#)

C. Work Experience

Employer 1 Details

Employer Name

Address

City

State

ZipCode

Phone

Date From

Date To

Duties and Responsibilities

Employer 2 Details

Employer Name

Address

City

State

ZipCode

Phone

Date From

Date To

Duties and Responsibilities

Employer 3 Details

Employer Name

Address

City

State

ZipCode

Phone

Date From

Date To

Duties and Responsibilities





Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program
BRP WS 38a
Initial - Well Driller Certification

[Demographic Info](#)
[Work Experience](#)
[Licensing & Compliance](#)

D. Licensing

NGWA Certification Information (if applicable):

Certification Number	Issued since

Out of State License Information (if applicable):

Issuing State or Authority	Title and number	License first issued date	In good standing
			☐ Yes ☐ No

Did license require passing the NGWA General Drilling exam? ☐ Yes ☐ No

E. Statement of Tax Compliance

Massachusetts General Laws Chapter 62C, §47A and §49A, Administrative Provisions Relative to State Taxation apply to anyone seeking to be registered as a well driller in Massachusetts. These provisions require that any person applying for registration or renewal must certify under penalties of perjury that they have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Company owner or other official

<< Prev

Error Check & Next

The *Initial – Well Driller Certification* form has the following sections:

- A: Driller Information
- B: Company Information
- C: Work Experience
- D: Licensing
- E: Statement of Tax Compliance

You must fill out all the required fields of this form before you can continue. Each of these sections is described below.



A: Driller Information

Enter information about yourself in the **Driller Information** section A of the *Initial – Well Driller Certification* form:

A. Applicant Information			
First Name:	Last Name:	Home Address 1:	Home Address 2:
City/ Town:	State:	ZIP Code:	Email
BOSTON	MASSACHUSETTS		
Home Phone	Cell Phone	Fax	

The required fields are as follows:

- First Name
- Last Name
- Home Address 1
- City/Town
- State
- ZIP Code
- Email
- Home Phone (list your cell phone if you do not have a home phone)
- Cell Phone (list your home phone if you do not have a cell phone)



B: Company Information

Enter data about your company in the **Company Information** section of the *Initial – Well Driller Certification* form:

All fields except **Fax** and **Ext** are required.

If you are currently not affiliated with a company, enter “self-employed” in the **Company** field. If you do not have a work email address, enter your personal email address in the **Email** field.

B. Company Info			
Company			
Address 1:	Address 2:	City/ Town:	State:
		BOSTON	MASSACHUSETTS
Zip Code:	Company Phone:	Ext	Cell Phone
Email	Company Website	Fax	



C: Work Experience

Enter data about your work experience in the **Work Experience** section of the *Initial – Well Driller Certification* form. All fields in the “Employer 1 Details” subsection are required.



Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program
BRP WS 38a
Initial - Well Driller Certification

[Demographic Info](#)

[Work Experience](#)

[Licensing & Compliance](#)

C. Work Experience

Employer 1 Details

Employer Name

Address

City

State

ZipCode

Phone

Date From

Date To

Duties and Responsibilities

Employer 2 Details

Employer Name

Address

City

State

ZipCode

Phone

Date From

Date To

Duties and Responsibilities

Employer 3 Details

Employer Name

Address

City

State

ZipCode

Phone

Date From

Date To

Duties and Responsibilities



D: Licensing

Enter data about your licensing in the **Licensing** section of the *Initial – Well Driller Certification* form, as applicable. None of the Section D fields are required.



MassDEP's Online Filing System

Well Driller Operation: Certification - Transaction #1562915

[Print](#)

[Exit](#)



Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program

BRP WS 38a

Initial - Well Driller Certification

[Demographic Info](#)

[Work Experience](#)

[Licensing & Compliance](#)

D. Licensing

NGWA Certification Information (if applicable):

Certification Number

Issued since

Out of State License Information (if applicable):

Issuing State or Authority

Title and number

License first issued date

In good standing

☐ Yes ☐

No

Did license require passing the NGWA General Drilling exam?

☐ Yes ☐ No

E: Statement of Tax Compliance

Enter the name of your company owner or other official in the **Statement of Tax Compliance** section of the *Initial – Well Driller Certification* form.

E. Statement of Tax Compliance

Massachusetts General Laws Chapter 62C, §47A and §49A, Administrative Provisions Relative to State Taxation apply to anyone seeking to be registered as a well driller in Massachusetts. These provisions require that any person applying for registration or renewal must certify under penalties of perjury that they have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Company owner or other official

JOHN SMITH

[Previous](#)



Validating your application

After you filled out all sections of the *Initial – Well Driller Certification* form, you must check it for errors.

To check your form for errors:

1. Click **Error Check & Next** at the bottom of the form.

eDEP validates all information that you entered into the form. For example, eDEP checks that you entered a value in all the required fields. In addition, eDEP checks some fields for validity; for example, phone number fields require 10 digits.

2. If there are any errors in Sections A through E, eDEP reports them in red at the bottom of the page below Section E:



MassDEP's Online Filing System

Well Driller Operation: Certification - Transaction #1562915

Error Check

Save

Print

Exit



Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program
BRP WS 38a
Initial - Well Driller Certification

[Demographic Info](#)

[Work Experience](#)

[Licensing & Compliance](#)

D. Licensing

NGWA Certification Information (if applicable):

Certification Number

Issued since

Out of State License Information (if applicable):

Issuing State or Authority

Title and number

License first issued date

In good standing

☐ Yes ☐ No

Did license require passing the NGWA General Drilling exam?

☐ Yes ☐ No

E. Statement of Tax Compliance

Massachusetts General Laws Chapter 62C, §47A and §49A, Administrative Provisions Relative to State Taxation apply to anyone seeking to be registered as a well driller in Massachusetts. These provisions require that any person applying for registration or renewal must certify under penalties of perjury that they have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Company owner or other official

Tom Hinchliffe

<< Prev

Error Check & Next

Error Message [Below are links where error(s) occurred]	Section Name	Description
A response to this question is required in order to continue.	Demographic Info	Section A Home Address1
A response to this question is required in order to continue.	Demographic Info	Section A Zip Code
A response to this question is required in order to continue.	Demographic Info	Section B Company Phone

3. Correct any errors, return to this page, and click **Error Check & Next** again

NOTE:

Do not use your browser's Back button to return to Sections A through D.

Instead, please click the Demographic Info link in the upper lefthand corner of the page to edit Sections A or B, or click the Work Experience link to edit Section C, as the following example shows:



MassDEP's Online Filing System

Well Driller Operation: Certification - Transaction #1562915

Error Check

Save

Print

Exit



Massachusetts Department of Environmental Protection
Bureau of Water Resources – Well Driller Program
BRP WS 38a
Initial - Well Driller Certification

[Demographic Info](#)

[Work Experience](#)

[Licensing & Compliance](#)

D. Licensing

NGWA Certification Information (if applicable):

Certification Number

Issued since

Out of State License Information (if applicable):

Issuing State or Authority

Title and number

License first issued date

In good standing

☐ Yes ☐ No

Did license require passing the NGWA General Drilling exam?

☐ Yes ☐ No

E. Statement of Tax Compliance

Massachusetts General Laws Chapter 62C, §47A and §49A, Administrative Provisions Relative to State Taxation apply to anyone seeking to be registered as a well driller in Massachusetts. These provisions require that any person applying for registration or renewal must certify under penalties of perjury that they have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Company owner or other official

Tom Hinchliffe

<< Prev

Error Check & Next

Error Message [Below are links where error(s) occurred]	Section Name	Description
A response to this question is required in order to continue.	Demographic Info	Section A Home Address1
A response to this question is required in order to continue.	Demographic Info	Section A Zip Code
A response to this question is required in order to continue.	Demographic Info	Section B Company Phone



 **MassDEP's Online Filing System**

MassDEP Home | Contact | Privacy Policy

Username: TOMHINCH
Nickname: TOM H [LOG OFF](#)

My eDEP Forms ▾ My Profile ▾ Help Notifications

Transaction Overview Trans# 1562915 ID# Well Driller Operation: Certification

Forms → Attach Files → Signature → Submit

Forms

Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/Validated	Fill out the following forms for this transaction:
✓	Well Driller Certification and Recertification
✓	Well Driller Operation: Certification

[Next](#)

If there are no errors, eDEP returns you to the **Forms** page:

 **MassDEP's Online Filing System**

MassDEP Home | Contact | Privacy Policy

Username: TOMHINCH
Nickname: TOM H [LOG OFF](#)

My eDEP Forms ▾ My Profile ▾ Help Notifications

Transaction Overview Trans# 1562915 ID# Well Driller Operation: Certification

Forms → Attach Files → Signature → Submit

Forms

Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/Validated	Fill out the following forms for this transaction:
✓	Well Driller Certification and Recertification
✓	Well Driller Operation: Certification

[Next](#)

Notice that there is now a ✓ next to each form link indicating that you have successfully completed that form.

Congratulations!

You have successfully filled out the *Initial – Well Driller Certification* form. The next step is to add supporting documentation to your transaction, as described in [Attach supporting documents](#).



STEP 3 Attach supporting documents

After you have completed all sections of the *Initial – Well Driller Certification* form, you can attach files that support your application in the eDEP Online Filing System ("eDEP").

Note: in some cases, the required attachments will differ from those indicated on the eDEP attachments page. Please contact MassDEP at 617-292-5770 or program.director-dwp@mass.gov before beginning your eDEP application to verify the attachments that are appropriate for your circumstances.

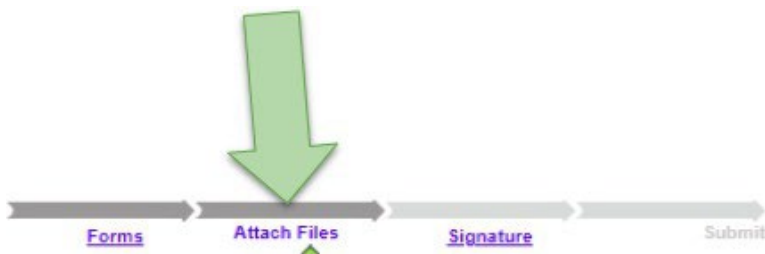
The files you attach can be either paper based or electronic. For electronic files, you can upload the following types using eDEP:

- DOC
- DOCX
- GIF
- HTML
- JPG/JPEG
- PDF
- RTF
- TIFF
- TXT
- XLS
- XLSX
- XML
- ZIP

To attach files to your application:

- 2 Click **Next** from the **Forms** page to navigate to the **Attach Files** page.

If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Attach Files** link in the transaction timeline:



If this is the first time you have been to the **Attach Files** page for this transaction, eDEP allows you to attach files or send them by mail, as shown below. **Note: MassDEP strongly recommends attaching files electronically to avoid application processing delays.**

Also note that this application type typically requires submitting your passing (70% or higher) score on the NGWA General Drilling Exam. The exam date must be within two years of the application date.



MassDEP's Online Filing System

[MassDEP Home](#) | [Contact](#) | [Privacy Policy](#)

Username: TOMHINCH
Nickname: TOM H

[LOG OFF](#)

[My eDEP Forms](#) ▾ [My Profile](#) ▾ [Help Notifications](#)

Transaction Overview Trans# 1562938 ID# Well Driller Operation: Certification

[Forms](#) [Attach Files](#) [Signature](#) [Submit](#)

Attach Files

Exit

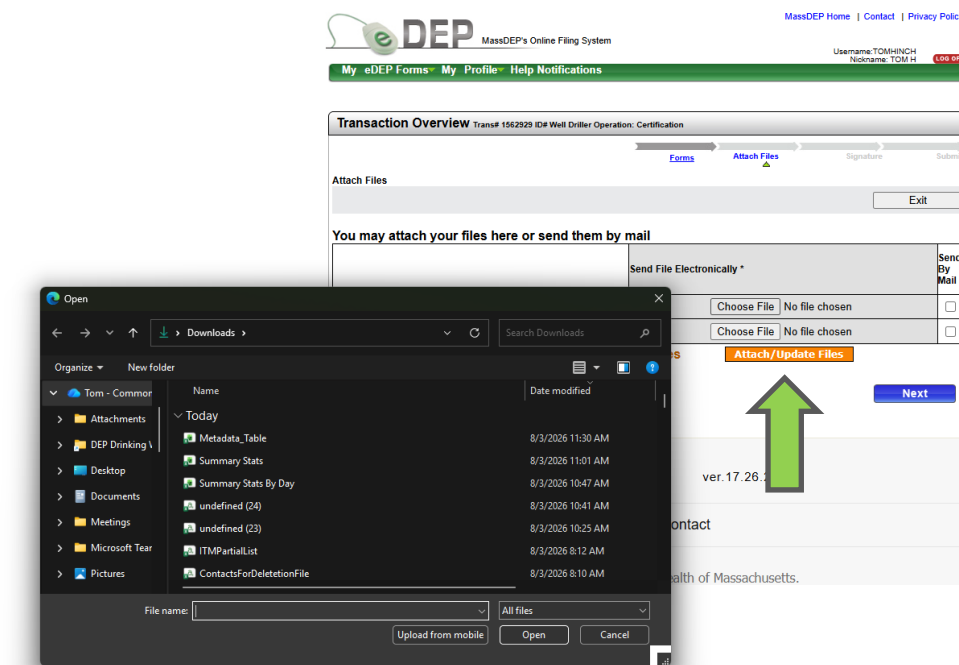
You may attach your files here or send them by mail

	Send File Electronically *	Send By Mail
CLGT resume/CV/well logs	Choose File No file chosen	☐
NGWA Exam M	Choose File No file chosen	☐
NGWA General Drilling Exam	Choose File No file chosen	☐

To attach files you must click attach/update files

**Filers are required to send all files under 50 MB electronically*

- 1 If you have a file to attach, select the button and select a file to attach :





- 2 Otherwise, check **Send By Mail** (note that attaching electronic files is the preferred method):

 **eDEP** MassDEP's Online Filing System

MassDEP Home | Contact | Privacy Policy

Username: TOMHINCH
Nickname: TOM H **LOG OFF**

My eDEP Forms ▾ My Profile ▾ Help Notifications

Transaction Overview Trans# 1562938 ID# Well Driller Operation: Certification

Forms → **Attach Files** → Signature → Submit

Attach Files

[Exit](#)

You may attach your files here or send them by mail

	Send File Electronically *	Send By Mail
CLGT resume/CV/well logs	Choose File No file chosen	☒
NGWA Exam M	Choose File No file chosen	☒
NGWA General Drilling Exam	Choose File No file chosen	☒

To attach files you must click attach/update files [Attach/Update Files](#)

[Next](#)

**Files are required to send all files under 50 MB electronically*

- 3 When done attaching or choosing send by mail, be sure to click

[Attach/Update Files](#)

 **eDEP** MassDEP's Online Filing System

MassDEP Home | Contact | Privacy Policy

Username: TOMHINCH
Nickname: TOM H **LOG OFF**

My eDEP Forms ▾ My Profile ▾ Help Notifications

Transaction Overview Trans# 1562938 ID# Well Driller Operation: Certification

Forms → **Attach Files** → Signature → Submit

Attach Files

[Exit](#)

You may attach your files here or send them by mail

	Send File Electronically *	Send By Mail
CLGT resume/CV/well logs	Choose File CP.pdf	☒
NGWA Exam M	Choose File CP.pdf	☒
NGWA General Drilling Exam	Choose File CP.pdf	☒

To attach files you must click attach/update files [Attach/Update Files](#)

[Next](#)

**Files are required to send all files under 50 MB electronically*



- 4 When you're done attaching files, you might have a list that looks like the following:

 **MassDEP's Online Filing System**

[MassDEP Home](#) | [Contact](#) | [Privacy Policy](#)

Username: TOMHINCH
Nickname: TOM H [LOG OFF](#)

[My eDEP Forms](#) ▾ [My Profile](#) ▾ [Help Notifications](#)

Transaction Overview Trans# 1562938 ID# Well Driller Operation: Certification

[Forms](#) → [Attach Files](#) → [Signature](#) → [Submit](#)

Attach Files

[Exit](#)

You may attach your files here or send them by mail

	Send File Electronically *	Send By Mail
CLGT resume/CV/well logs	View Remove	☐
NGWA Exam M	View Remove	☐
NGWA General Drilling Exam	View Remove	☐

To attach files you must click attach/update files [Attach/Update Files](#)

[Next](#)

**Files are required to send all files under 50 MB electronically*

Note that the attachments page for this application type needs to be updated. As noted in the [Summary section](#), the typical attachments for the Monitoring + CLGT Well Driller Certification application are the applicant's scores for the NGWA Exam M, General Drilling Exam, and VCL Exam. In some cases, the MassDEP Well Driller Reciprocity Questionnaire and/or well completion reports/logs may also be required. Please contact MassDEP to verify the appropriate attachments.

- 5 Click [Next](#) and proceed to [Step 4: Sign the certification statement](#).
Congratulations!

You have added files to support your application for initial certification. The next step is to [sign the certification statement](#).



STEP 4 Sign certification statement

After you finish attaching supporting documentation to the *Initial – Well Driller Certification* form, you must sign the certification statement using the eDEP Online Filing System ("eDEP"). By signing, you acknowledge that you have read and agree with the statement on the **Signature** page.

To sign and accept the certification statement:

- Click **Next** from the **Attach Files** page to navigate to the certification **Signature** page.

If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Signature** link in the transaction timeline:



The **Signature** page displays.

The arrows in the following image highlight the (a) **SIGNATURE 1** checkbox, (b) where to sign your name, and (c) where to update the date:

 **MassDEP's Online Filing System**

[MassDEP Home](#) | [Contact](#) | [Privacy Policy](#)

Username: TOMHINCH
Nickname: TOM H [LOG OFF](#)

[My eDEP Forms](#) ▾ [My Profile](#) ▾ [Help](#) [Notifications](#)

Transaction Overview Trans# 1562938 ID# Well Driller Operation: Certification

Forms

Attach Files

Signature

Submit

Signature

Exit

Please select the box below and then indicate your acceptance.

Well Driller Operation: Certification - 1 Form(s)

☐ SIGNATURE 1

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision and that the information submitted is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of revocation of any certification or permit issued to this application for knowing violations.

By entering my name I acknowledge that I have read and agree with the certification statement.

Signature of Applicant

Date

I accept

I do not accept



- 4 On the **Signature** page, select the **SIGNATURE 1** checkbox.
- 5 Enter your name in the **Signature of Applicant** field.
- 6 Click .

eDEP returns you to the **Forms** page:



MassDEP's Online Filing System

[MassDEP Home](#) | [Contact](#) | [Privacy Policy](#)

Username: TOMHINCH
Nickname: TOM H

[My eDEP Forms](#) [My Profile](#) [Help Notifications](#)

Transaction Overview Trans# 1562915 ID# Well Driller Operation: Certification

Forms

Attach Files

Signature

Payment

Submit

Print Transaction

Delete Transaction

Share Transaction

Exit

Errors Checked/ Validated	Fill out the following forms for this transaction:
✓	Well Driller Certification and Recertification
✓	Well Driller Operation: Certification

Next

Notice that in the transaction timeline, the **Forms**, **Attach Files**, and **Signature** links all have darker arrows above them which indicates that those steps are completed.

If you were to exit out of the application and look at your transaction in the transaction list of the tab on your "My eDEP" homepage, you would see that your transaction's status has changed from WORK IN PROGRESS to SIGNED:

Only submitted transactions from the past 90 days are displayed by default.
To view other transmittals, please apply additional filtering criteria.

Trans#	ID	Transaction	Private Note	Status
☐ 1547950		Well Driller Certification and Recertification	Add Note	SIGNED

Congratulations!

You have successfully signed your certification statement. The next step is to [pay the application fee](#).



STEP 5

Pay application fee

The application fee is \$400 for an initial Monitoring Well + CLGT Driller Certificate. This fee is non-waivable. For more information, see 310 CMR 46.03 (4).

Before You Begin

To ensure that the nCourt payment processing page opens in your browser, enable pop-up windows in your browser for the eDEP website.

For more information, see Allowing pop-up windows

To pay the application fee:

- 1 From the **Forms** page, click **Next** to navigate to the **Payment** page.

If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Payment** link in the transaction timeline:



eDEP displays the **Payment** page with the **Payment amount** for your transaction calculated for you:



Transaction Overview Trans# 1562938 ID# Well Driller Operation: Certification

Forms

Attach Files

Signature

Payment

Submit

Payment

Exit

DEP TRANS # 1562938

Payment Type

Credit Card/ACH

Payment amount:

400.00

Continue

Cancel

The "Credit Card/ACH" option is selected by default for **Payment Type**. It is currently the only method of payment supported.

- Click **Continue**.

eDEP launches the payment process in a new browser window. This process is managed by nCourt:



Payment

Receipt

Receipt

Payment

You have elected to pay for the following item(s).

Description	Attendee	Amount
DEP Tracking ID: 1563019 - Well Driller Operation: Certification	eDEP Online Filling System Test	\$400.00
		\$400.00

Service Fee: **\$10.36**

Total Amount Due: **\$410.36**

A convenience fee will be applied depending on payment method selected. Review the total payment amount after entering your payment information.

Billing Information

☐ International Address

Company Name

Tom's Well Drilling

OR

First Name

Bob

Last Name

Smith

Address 1

100 CAMBRIDGE STREET

Address 2

Enter Address Line 2

Zip

02114

City

BOSTON

State/Territory

Massachusetts

Phone Number

() -

Email

tom.hinchliffe@mass.gov

Confirm Email

tom.hinchliffe@mass.gov

Payment Information

☒ Credit/Debit Card ☐ Electronic Check/ACH

Card Type



Card Number

CVV Code

Expiration

11 2026

Check to accept both the Commonwealth of Massachusetts and nCourt Terms Agreements.

☒ I Accept

If the payment processing page does not open in your browser, be sure to enable pop-up windows for the eDEP domain. For more information, see [Allowing pop-up windows](#).



- 3 On the nCourt **Payment** page, fill out the **Billing Information** section. Enter *either* the name of your company or your first and last name. If you enter both, you'll get an error.

Before You Begin

Do not enter both the Company Name and First / Last Names. Enter just one of these options.

Note that the following fields are required:

- a. **Company Name OR First/Last Name**
 - b. **Address 1**
 - c. **ZIP Code**
 - d. **City**
 - e. **Phone Number**
 - f. **Email** (and its confirmation)
- 4 In the **Payment Information** section, select one of the following payment options:
- a. Credit/Debit Card: You'll enter your credit or debit card's details. This is the default.
 - b. Electronic Check/ACH: You'll enter your bank's routing number and your account number.
- 5 Enter your credit card's or bank/account's details.
- 6 Under the payment details, check ☐ **I Accept** to acknowledge that you have read and understand the terms of the payment.
- 7 If you want a text notification of your payment, enter your cell phone number at the bottom of the page in the **Mobile Number** field (nCourt will send you an email receipt automatically):

Important Information

Please provide the correct **billing** address associated with the account being used to make the payment.

To receive an email confirmation of your payment, please include a valid email address.

If you would like a text notification payment confirmation sent to your mobile phone, enter the following:

Mobile Number

- 8 Click **Submit Payment**.

If the payment was successful, eDEP displays the **Payment Confirmation** page:



eDEP

MassDEP's Online Filing System

[MassDEP Home](#) | [Contact](#) | [Privacy Policy](#)

Username: TOMHINCH
Nickname: TOM H

[LOG OFF](#)

[My eDEP Forms](#) ▾ [My Profile](#) ▾ [Help Notifications](#)

Transaction Overview **Trans# 1562938 ID# Well Driller Certification and Recertification**

[Forms](#)

[Signature](#)

[Payment](#)

[Submit](#)

Payment

[print](#)

[Exit](#)

Payment Confirmation

Thank you. Your payment has been received and payment receipt has been emailed.

DEP TRANS # 1562938

Payment Amount: \$400

Payment Date: 8/3/2026 4:32:24 PM

DEP Payment Confirmation ID: 2ec979ec-46cf-4713-9cfb-d90b97f4357b

Note: Payment received after 3:30pm will not be posted until the next business day.

[Next](#)

Notice that in the transaction timeline, **Forms**, **Signature**, and **Payment** are completed (indicated by a darker arrow), and the remaining step is **Submit**.

Congratulations!

You have successfully paid the application fee. The next step is to submit your transaction to the Well Driller Program for review, as described in [Send transaction for review](#).



STEP 6 Send transaction for review

The final step in applying for certification using the eDEP Online Filing System ("eDEP") is to send your completed transaction to the Well Driller Program for review. (A transaction is sometimes called a submittal.)

To send your transaction for review:

- 1 From the **Payment Confirmation** page, click **Next** to navigate to the **Review and Submit Your Transaction** page.

If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Submit** link in the transaction timeline:

 **MassDEP's Online Filing System**

[MassDEP Home](#) | [Contact](#) | [Privacy Policy](#)

Username: TOMHINCH
Nickname: TOM H [LOG OFF](#)

[My eDEP Forms](#) ▾ [My Profile](#) ▾ [Help](#) [Notifications](#)

Transaction Overview Trans# 1562938 ID# Well Driller Certification and Recertification

[Forms](#) → [Signature](#) → [Payment](#) → [Submit](#) ▲

Review and Submit your Transaction

Exit

Please review your transaction. If you are satisfied, scroll down and click submit.

Submit

An email confirmation will be automatically sent to the owner of this account at

If you would like to send this confirmation to others please enter their address below
separated by a semicolon;

DEP Transaction ID: 1562938
Date and Time Submitted: 08/03/2026 04:33:42 PM
Other Email :

DEP Transaction ID: 1562938
Date and Time Submitted: 08/03/2026 04:33:42 PM
Other Email :

Form Name: Well Driller Certification and Recertification
Form Name: Well Driller Operation: Certification

Ancillary Document Uploaded/Mailed
CLGT resume/CV/well logs - Uploaded (CP.pdf)
NGWA Exam M - Uploaded (CP.pdf)
NGWA General Drilling Exam - Uploaded (CP.pdf)

Submit



eDEP displays the **Review and Submit your Transaction** page:

- 2 Carefully review the information on this page.
- 3 Optionally add people to whom you want a confirmation email sent as well. To do this, enter their email addresses.

If you enter more than one email address, separate them with semi-colons, as the following example shows:

fred@example.com;alice@example.com;tom@

- 4 Click **Confirm**.

Your submittal has been sent for review. eDEP displays the Receipt page:

- 5 Optionally print the receipt by clicking **Print Receipt** or taking a screenshot of the page.

Congratulations!

You have successfully submitted your application for certification for review. You should receive an eDEP confirmation email within 10 minutes.



Next steps

After you submit your application for certification, the Well Driller Program reviews it. They will contact you with their determination.

The review process can take up to 30 days but is typically shorter.