



APPL # _____
For office use only

STATE OF NEW HAMPSHIRE
APPLICATION FOR LICENSURE AS A
COURT REPORTER

\$300.00 Application Fee

Make Check Payable to "Treasurer, State of NH **(Non-Refundable)**
Or fill out the credit card sheet completely.
The Application Must be filled out completely and typewritten

1. General Information

Name _____
Last First Middle

Names Previously Used (if applicable) _____

Residence Address _____ ()
zip code

Present Position (Organization & Title) _____

Business Address _____ ()
zip code

Business Phone _____ Home Phone _____

E-Mail Address _____

Place of Birth _____ Date _____
Indicate mailing address by marking X in parenthesis

2. Registration/Licensure Information

Total number of hours of written examination/s (indicate "none" if no written exam was taken): _____

Date of Certification from the National Court Reporters Association _____

Date of Certification from the National Verbatim Reporters Association _____

Licensed by Examination? _____ If not how? _____

State in which first registered or licensed as a Court Reporter _____

If so, location, date and grade awarded: _____

Date of Licensure _____ License Number _____ Is License now in force? _____

If not in force, indicate why _____

Have you **ever** applied for court reporter licensure in **NH**? _____ Status _____

Professional Licenses: List all states where you hold or have held licensure. Use a separate sheet if necessary. Verification of current registration is needed from at least one state as well as verification from the state(s) where examination(s) was administered. A form will be provided upon receipt of this application packet.

| License # | State | Year Licensed | Hours Written Examination | Reciprocity or Grandfather | Active or Lapsed |
|-----------|-------|---------------|---------------------------|----------------------------|------------------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

3. General Information Questions

CHECK ONE:

YES NO

1. Have you ever been convicted of any felony or any misdemeanor, or a violation? If so, name the court, the details of the offense and the date of conviction and the sentence imposed. YES NO
2. Have you ever lost or been denied registration/licensure as a court reporter or been disciplined by another licensing/registration board in any other state and if so, an explanation of the circumstances? YES NO
3. Has any License ever been suspended or revoked, if so why? YES NO

If the answer is yes to any of the above questions, submit a written explanation with your application

INCLUDE THE FOLLOWING DOCUMENTATION WITH YOUR APPLICATION:

1. High School Diploma or the equivalent.
2. Valid certificate from the National Court Reporters Association or the National Verbatim Reporters Association
3. Surety Bond for the penal sum of \$1,000.00

5. Education

1. Include a copy of your High School Diploma or the equivalent.

| INSTITUTION AND LOCATION | FROM | TO | MAJOR | DEGREE AWARDED/DATE |
|-----------------------------------|------|----|-------|---------------------|
| Secondary Schools: | | | | |
| 1. _____ | | | | |
| 2. _____ | | | | |
| Colleges and Universities: | | | | |
| 1. _____ | | | | |

6. References of Character and Qualifications

Applicant will give the name and address of not fewer than three reputable citizens, unrelated to the applicant, having personal or professional knowledge of the applicant's experience. No member of the board will be accepted as reference. Name of persons listed under item 7, "Experience," may also be used as references.

| Name | PO Address Show Zip Codes | Occupation/ License | Business Relationship to Applicant |
|------|------------------------------|------------------------|---------------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

7. Professional Experience

This information described below must be in detail, and should start with your first engagement.

| Date | To | 1. Name of Employer-Title of Position 2. Location and Character of Each Engagement 3. Degree of Responsibility | Name and present address of someone familiar with each engagement, preferably person to whom applicant reported or with whom he/she was associated. |
|------|-------|--|---|
| From | Years | | |
| | | | |

8. Affidavits

I have read the contents hereof and clearly understand that the correctness and truth of my statements as recorded in this application are material, not only to the issuance of the certificate of licensure, as applied for, but also to the retention of said certificate, if issued.

(Signature of Applicant)

ADDRESS ALL COMMUNICATIONS TO:

N.H. JOINT BOARD
57 REGIONAL DRIVE
CONCORD, N.H. 03301

Find us on –line at www.nh.gov/jtboard/home.htm

rev. 5/1/08



APPLICATION INSTRUCTIONS AND CHECKLIST FOR COURT REPORTERS

General – Provide all the information requested on the application form. **Do Not** substitute a resume or other synopsis of your experience and/or education for any part of the application form. If additional space is needed, please photocopy that portion.

References – Make a sufficient number of copies of our **Reference Form** to send one to each of your references. Keep a blank one for your future use, in the event a reference does not respond. In addition to the reference form, you should send each of your references a **stamped** envelope on which you have placed the Board address label. Reference forms received from applicants are **not** acceptable, forms must come directly from the reference.

High School Diploma – Include a copy of your High School diploma or the equivalent.

Verifications – Include a copy of a valid certificate from the National Court Reporters Association or the National Verbatim Reporters Association.

Surety Bond – for the penal sum of \$1,000.00

Notice to all applicants- Be sure you submit your application to the Board before you send out your reference forms. We must receive your application **prior** to receiving forms from your references. If we receive responses from your references and do not have your application on file, they may be misplaced, causing a delay in the processing of your application.

RETURN THIS CHECKLIST WITH YOUR APPLICATION

APPLICATION CHECKLIST

Candidate Name

Before you mail your application to the Board, please check the following items carefully. Your attention to these details will make it possible for the Board Staff to process your application without delay.

Have you:

_____ Marked the box on the application form indicating which address you want us to use?

_____ Included your High School Diploma or the equivalent?

_____ Completed the "References" portion of the application, sent reference forms and Board addressed and stamped envelopes to each of your references, and kept a blank copy of the form for yourself?

_____ Filled in the experience portion of the application?

_____ Signed the application?

_____ Included the correct fee with a completed credit card sheet or a check made payable to **Treasurer, State of NH?**

_____ Included a valid certificate from the National Court Reporters Association or the National Verbatim Reporters Association

_____ Included a Surety Bond for the penal sum of \$1,000.00

_____ Included this Checklist with your application?

THE STATE OF NEW HAMPSHIRE
BOARD OF COURT REPORTERS
57 REGIONAL DRIVE
CONCORD, NEW HAMPSHIRE 03301

Application # _____
(For office use only)

Dear Sir/Madam:

_____ of _____
Full Name City State

has applied to this Board for licensure in the State of New Hampshire as a Court Reporter and either has given your name as a reference or has stated that he/she has worked for you or with you. The Board will appreciate your sending the information requested on the reverse hereof, and assures you that such information as you give will be treated in the strictest confidence.

The Board is required by law to obtain evidence of the good character of the applicant and his/her qualifications as a Court Reporter before issuing a certificate of licensure. Statements made on this form by responsible persons with actual knowledge of the applicant's character and qualifications will be considered by the Board as evidence and filed with the application.

The Board urges that evidence submitted on this form not be perfunctory, but be considered carefully. The Board, in making decisions, must rely to a great extent on the evidence submitted by references. Since these decisions may affect the life, property and welfare of the public, you have a grave responsibility to provide the Board with a fair and honest appraisal of the applicant.

Since the Board cannot license the applicant until the references are returned, a prompt reply will expedite consideration of the applicant's request for licensure.

(For office use only)

Re: Application of _____ Appl # _____

THIS IS CONFIDENTIAL INFORMATION - FOR USE OF BOARD MEMBERS ONLY

1. What is your full name _____
(to be typewritten or printed)

2. What is your address _____
(street and number) (city or town)

3. What is your present business or profession? _____

4. Are you a licensed Court Reporter? _____ In what state? _____ License # _____

5. How long have you known the applicant? From _____ to _____ inclusive

6. Are you in any way related to the applicant? _____

7. What has been your business connection with the applicant? _____

8. Do you know anything reflecting adversely on the integrity or general good character of the applicant?

9. Would you employ the applicant in a position of trust? _____

10. If the applicant is connected with a firm, partnership, or corporation, please give its name and address
_____ Position he/she fills _____

11. If the applicant is in individual practice, please indicate the nature of such practice. _____

12. Do you recommend the applicant for licensure as a Court Reporter? _____

13. Remarks concerning the applicant _____

I make the above statements with full knowledge that the person referred to is making application for licensure by the State of New Hampshire as a Court Reporter and after reading the information given on the reverse of this.

Date _____ 20____ Written Signature _____

NH JOINT BOARD OF
LICENSURE & CERTIFICATION
57 REGIONAL DRIVE
CONCORD NH 03301-8518

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Note: This page may be printed or copied on a 3 by 10 label sheet to create mailing labels for use with reference letter envelopes, etc. This setup is for Avery label 5960.

You may pay your fee with a credit card by filling out this form. Please make sure that all information is correct and up to date. Indicate what the fee is for under transaction type.

Court Reporter Application for Licensure

Amount Due: \$300.00

Card Type: (please circle one) Visa Mastercard **(required)**

Card Number: _____ **(required)**

Expiration Date: Month: _____ Year: _____ **(required)**

Billing Name and Address (your billing address must match the address associated with the credit card you are using.)

Name on Card: _____

Billing Address: _____

City: _____

State/Province: _____

Zip/Postal Code: _____

Country: _____

Authorization Signature: _____

