

Minnesota Department of Health Licensing System FAQs Webpage

Submitting Payments

1. If I use the online system (Minnesota Department of Health Licensing System), can I still send in a check?
 - Yes, you can use the Minnesota Department of Health Licensing System and still pay for your notification or application fees with a check. Please indicate the notification number (i.e. WCNR) when you send in the check(s). Fee payments can be mailed to:

Minnesota Department of Health
Well Management Section
PO Box 64502
St. Paul, MN 55164-0502
2. Why is there an additional fee with a credit card payment?
 - Ever since May 1, 2023, credit card payments to the Minnesota Department of Health (MDH) Well Management Section automatically include a 2.15% convenience fee charged and collected by US Bank. This is in accordance with [Minnesota Statutes, section 16A.626 \(d\) \(https://www.revisor.mn.gov/statutes/cite/16A.626\)](https://www.revisor.mn.gov/statutes/cite/16A.626).
3. How do I request a refund?
 - Minnesota Statutes, chapter 103I and Minnesota Rules, chapter 4725 allows certain fee payments to be refunded under specific conditions. Please complete this online form to request a refund, [Refund Request \(https://survey.vovici.com/se/56206EE35109A8E4\)](https://survey.vovici.com/se/56206EE35109A8E4). You can find this form on our webpage, [Online Services - MN Dept. of Health \(https://www.health.state.mn.us/communities/environment/water/wells/online.html\)](https://www.health.state.mn.us/communities/environment/water/wells/online.html).

Submitting Notifications, Permits, and Variances

4. Where can I find training and resources on using the Minnesota Department of Health Licensing System?
 - You can find guidance documents on [Contractor Information - MN Dept. of Health \(https://www.health.state.mn.us/communities/environment/water/wells/lwcinfor/index.html\)](https://www.health.state.mn.us/communities/environment/water/wells/lwcinfor/index.html).
5. I submitted a notification online and a payment, how do I know when I can start construction?
 - You do not have to wait for a memo to be issued to construct the well. Once the notification is submitted and the payment is processed, the notification is valid. However, it will not be eligible for “renewal” which means that you can upload the

sealing or construction record until the notification has been reviewed and approved by our staff.

6. How do I submit a sealing notification for a pre-code well that does not have a unique well number?
 - Wells that do not have a unique well number (pre-code wells) will be assigned a 3-billion series number by MDH staff or Delegated Well Program staff. For well sealing notifications submitted to MDH, you will need to first initialize that well using the “Minnesota Unique Well and Boring Number Initialization” in MDH Licensing System before completing the sealing notification and record. You can enter the IWB number into the search bar when filling out the sealing notification (WSNR).
7. How do I update a record with incorrect information?
 - Once you submit a record in the Minnesota Department of Health Licensing System, you will be unable to make edits or changes to that notification or record. Please send us an email at wellicensingsystem.mdh@state.mn.us with what needs to be updated. You can also send a message through the Minnesota Department of Health Licensing System.
8. How do I submit a sealing notification or permit to a Delegated Well Program when we do not have H-series numbers?
 - If you are submitting a sealing notification or permit for a well that is within a Delegated Well Program area, [Delegated Well Programs - MN Dept. of Health \(https://www.health.state.mn.us/communities/environment/water/wells/delegated.html\)](https://www.health.state.mn.us/communities/environment/water/wells/delegated.html), please contact that program to determine the process within their jurisdiction.

Submitting Records

9. How do I submit a sealing or construction record through the Minnesota Department of Health Licensing System?
 - Once MDH staff have reviewed the notification, you should get a message that the record is ready for “renewal.” You will get an email message, and you will be able to see records that are eligible for renewal under Action Require. Once you can “renew” a record, that means that you can upload the sealing record or construction record (and water quality results). You will get a chance to review and edit the information that you submitted during the notification and upload the record.
10. How do I request additional well tags?
 - If you need to request more well construction records, we will continue mailing you metal well tags, so that new wells can be assigned a unique well number. Please completed the [Order Blank Construction Records, Exploratory Boring Sealing Reports or Well Tags \(MN Licensed Well and Boring Contractors Only\) \(https://survey.vovici.com/se/56206EE321E11A34\)](https://survey.vovici.com/se/56206EE321E11A34) form to request additional well tags.
11. Where do I find the fillable PDF forms on your website?

- We no longer have carbon copy sealing records available, and we are phasing out carbon copy construction records. The fillable PDF sealing and construction records are available on our website, [Contractor Information - MN Dept. of Health \(https://www.health.state.mn.us/communities/environment/water/wells/lwcinfo/index.html\)](https://www.health.state.mn.us/communities/environment/water/wells/lwcinfo/index.html). You can fill out the records electronically, but you will then need to save the record and upload it. You can also print off a blank record and fill it out by hand if that is preferable. The record will need to be uploaded through the renewal process in [Home - Minnesota Department of Health Licensing System \(https://mn-mdh.portal.opengov.com/\)](https://mn-mdh.portal.opengov.com/) or it will need to be mailed to MDH, and our staff will upload the sealing record into your account.
12. Can I submit a construction or sealing record through the Minnesota Department of Health Licensing System for a notification or permit that I submitted before this new system was rolled out?
- Notifications and permits submitted 18 months before April 2026 have been entered into the Minnesota Department of Health Licensing System, so you should be able to search for unique well numbers associated with these notifications in [Unique Well Number Search \(https://app.powerbigov.us/groups/me/reports/cbdc643e-f48f-44cc-89f5-29bcaa75c9ff/ded49fd9e052272f6b03\)](https://app.powerbigov.us/groups/me/reports/cbdc643e-f48f-44cc-89f5-29bcaa75c9ff/ded49fd9e052272f6b03). MDH staff are slowly adding these records to your account. Please contact wellicensingsystem.mdh@state.mn.us, if there is a historical record that you would like added to your account.
13. Can I view a record that I have already submitted?
- Go to “Your Applications” under My Account in [Home - Minnesota Department of Health Licensing System \(https://mn-mdh.portal.opengov.com/\)](https://mn-mdh.portal.opengov.com/). Please click on the ID associated with that record (i.e. the WCNR number). Once you open that record, you should be able to view the record(s) under Attachments.

Minnesota Department of Health
Well Management Section
625 North Robert Street
PO Box 64975
St. Paul, MN 55164-0975
651-201-4600
health.wells@state.mn.us
www.health.state.mn.us/wells

06/03/2026

To obtain this information in a different format, call: 651-201-4600.