pennsylvania
DEPARTMENT OF ENVIRONMENTAL PROTECTION

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
OFFICE OF OIL AND GAS MANAGEMENT

OPERATOR OWNERSHIP AND CONTROL INFORMATION INSTRUCTIONS

BACKGROUND

The purpose of this form is to provide the Oil and Gas Program with Ownership and Control Information.

A well permit is required to drill and operate an oil and gas well in Pennsylvania. Permits are obtained by applying to the appropriate district office.

Ownership and Control (O & C) Registration

This information is required for all oil and gas well operators as part of the permit review process the Oil and Gas Program must perform.

GENERAL

Please read all instructions carefully as you complete the form. By **following the instructions**, delays in the approval of the application may be avoided.

The application form must be completed legibly. Complete the application form by typing or printing in blue or black indelible ink. Incomplete or illegible applications will be returned.

Please submit one original form and one copy of the completed form. **All attachments must be numbered and in the same format as the corresponding section on the application.**

Submit the completed form along with the oil and gas GIF (form 8000-FM-OOGM0099), the well bond and any subsequent oil and gas well permit applications, to the applicable Oil and Gas District office.

SPECIFIC

1. Insert the applicant's complete legal name. The name must be the same on **all** documents submitted to the department, including permit applications and bond forms. If the entity is a corporation, the name must match the corporate registration. If the legal entity has a registered fictitious name, the name on the application must match the registered name. If you are applying as a partnership, you may not use the name of only one person as the name of the partnership. Include the business address, phone number and taxpayer ID number (EIN) of the applicant. Include the area code in the phone number. If the applicant is a sole proprietorship and there is no taxpayer ID number, insert the social security number in the appropriate space. All entities must provide their taxpayer ID number.
2. Enter the type and code which appropriately identifies your type of organization.
   - A sole proprietorship is comprised of one individual who is the owner and makes the decisions for the company.
   - A general partnership is one where all partners have a voice in running the company.
   - A limited partnership is comprised of one or more general partners who make the decisions for the partnership and one or more partners who are primarily investors and not consulted concerning company operations.
3. Individuals or partnerships operating under a name that is different than their full legal name **must** register with the Department of State and include two copies of the fictitious name registration with their initial application/bond. This applies if the company name is different or something other than your personal name such as John Doe vs. John Doe Company. The latter would require an **APPROVED** fictitious name registration. To register, please contact the Corporation Bureau at 717-787-1057, or http://www.dos.state.pa.us/corps. Check if the copies are attached or if they were previously submitted and are still active.

4. Pennsylvania corporations; i.e., domestic corporations **must** register with the Department of State and include a copy of the Certificate of Incorporation with their initial application/bond. Foreign (out-of-state) corporations must register with the Department of State and provide a copy of their Certificate of Authority to do Business in Pennsylvania. To register, please contact the Corporation Bureau at 717-787-1057, or http://www.dos.state.pa.us/corps .

5. **Parent.** If the applicant has a parent company, provide the relationships. Identify the parent company's name, complete mailing address, phone number, taxpayer ID number (EIN) and, if a corporation, the state of incorporation.

6. **Subsidary.** If the applicant has subsidiary companies, provide a listing of the subsidiary company relationships. For all subsidiary companies, identify each company's name, complete mailing address, phone number, taxpayer ID number (EIN) and, if a corporation, the state of incorporation.

7. **Signatures.** Print the name and title of the person signing the form. The signatory attest they have the authority to bind the entity submitting the document.