

INSTRUCTION SHEET FOR

**RENEWAL OF LOUISIANA WATER WELL DRILLER'S LICENSE
2020-2021**

**PLEASE READ THE FOLLOWING INSTRUCTIONS
BEFORE COMPLETING YOUR LICENSE RENEWAL APPLICATION FORM**

1. **If** the name, address, or phone number of your business has recently changed, please write "NEW" beside the change(s). **Any change of company name must be requested by letter.**
2. The number of wells or holes should include **only** those drilled in Louisiana since July 1, 2019. The drilling record **must** be completed. Renewal applications with the drilling record left blank will be sent back to the applicant as incomplete.
3. Under "Heat Pump Hole Systems," count the number of **projects**, not individual holes.
4. Sub-contracted wells or holes should be counted by the company that submitted the registration forms. However, it is **your** responsibility to make sure that they are, in fact, registered with Louisiana Department of Natural Resources (LDNR).
5. To expedite the renewal of your license, all overdue registration and/or plugging forms must be sent to the Department immediately.
6. The "*Fifty Dollar License*" is good for drilling **domestic wells**, but **only** if you drilled **less than 25** domestic wells annually.
7. Checks and/or money orders must be **MADE PAYABLE** to **LaDOTD**.
8. Renewal applications **must be signed by the designated contact person** for your company. If the designated contact person is no longer with the company, then a new license application form must be filed to qualify the new company contact person. The license application and the renewal form must be completed and returned to this office before **June 30, 2020**.
9. All paperwork and checks/money orders **MUST BE MAILED** to **LDNR** at:

Office of Conservation
Environmental Division – 8th Floor
P. O. Box 94275
Baton Rouge, LA 70804-9275

If you have any questions, please call Tim Schroeder at (225) 342-8244