



# Louisiana Department of Natural Resources Office of Mineral Resources

Telephone: (225) 342-4615  
Email: LeasingSection@la.gov



## REGISTRATION FORM

Any party wanting to submit an application to nominate State owned lands or waterbottoms for mineral leasing or to submit a bid for a mineral lease, exclusive geophysical agreement, or wind lease given by the Louisiana State Mineral and Energy Board is required to register, and renew registration annually, with the Office of Mineral Resources (OMR) prior to submitting an application or bid.

All **Corporations, Limited Liability Companies, and Partnerships** must provide a **"Detailed Record" webpage print-out** obtained from the **LOUISIANA Secretary of State's Office** website indicating the entity's current status with the submittal of this completed form. This "Detailed Record" webpage should be printed from the LOUISIANA Secretary of State's website at <http://www.sos.la.gov/Home/Commercial/Corporations/SearchDatabase/tabid/819/Default.aspx>. **REGISTRATIONS ARE NOT COMPLETE WITHOUT THE SUBMITTAL OF THE LOUISIANA SECRETARY OF STATE'S OFFICE WEBPAGE PRINT-OUT.** Individuals registering with OMR as prospective leaseholders are not required to submit additional documentation with the submittal of this completed form.

**RENEWALS:** In accordance with Louisiana Revised Statute 30:123.1, all prospective leaseholder registrations must be renewed annually by January 31st of each year. To renew registration, please update the information listed below on this form and submit to OMR along with the **LOUISIANA Secretary of State's Office: "Detailed Record" webpage print-out**. If renewal is not received prior to January 31st of each year, the Registrant's name will be removed from OMR's Registration List and will not be awarded a State lease or approved for Assignment or Transfer after that date.

Futhermore, if the Registrant is a current Leaseholder and fails to maintain authorization to do business within the State of Louisiana while the Lease is in full force and effect, OMR may levy a penalty in the amount of One Hundred Dollars (\$100.00) per day until a copy of the "Detailed Record" to do business in Louisiana obtained from the **LOUISIANA Secretary of State's Office** is received by OMR. **Remember: REGISTRATION RENEWALS ARE NOT COMPLETE WITHOUT THE SUBMITTAL OF THE LOUISIANA SECRETARY OF STATE'S OFFICE WEBPAGE PRINT-OUT.** Individuals renewing registration with OMR as prospective leaseholders are not required to submit additional documentation with the submittal of this completed form.

FOR INTERNAL USE ONLY		
DATE FORM RECEIVED:		NEW REGISTRANT: [ ]
OMR ID NUMBER ISSUED:		REGISTRANT RENEWAL: [ ]

STEP 1 OF 5	PERTINENT INFORMATION
Please list the correct name and address(es).	<b>NAME:</b> _____
	<b>PHYSICAL ADDRESS:</b> _____
	STREET ADDRESS OR POST OFFICE ADDRESS (Line 1)
	STREET ADDRESS OR POST OFFICE ADDRESS (Line 2)
	CITY STATE ZIP CODE
	<b>MAILING ADDRESS:</b> _____
	(IF DIFFERENT) STREET ADDRESS OR POST OFFICE ADDRESS (Line 1)
	STREET ADDRESS OR POST OFFICE ADDRESS (Line 2)
	CITY STATE ZIP CODE

**STEP 2 OF 5 CONTACT INFORMATION**

Who should be contacted regarding this registration?

**CONTACT NAME:** \_\_\_\_\_  
PERSON TO CONTACT

**TITLE/POSITION:** \_\_\_\_\_  
TITLE/POSITION OF CONTACT PERSON

**PHONE NUMBER:** \_\_\_\_\_  
AREA CODE

**FAX NUMBER:** \_\_\_\_\_  
AREA CODE

**EMAIL ADDRESS:** \_\_\_\_\_

**STEP 3 OF 5 IDENTIFICATION NUMBER**

What is the Federal Employer Identification Number (FEIN) or Social Security Number? Please list one.

**FEDERA EMPLOYER IDENTIFICATION NO.** \_\_\_\_\_

OR

**SOCIAL SECURITY NUMBER** \_\_\_\_\_

**STEP 4 OF 5 SUBMISSION**

Where should this Form be submitted?

**OFFICE OF MINERAL RESOURCES  
LOUISIANA DEPARTMENT OF NATURAL RESOURCES  
ATTENTION: LEASING SECTION**

**PHYSICAL ADDRESS:**  
617 North Third Street  
Baton Rouge, Louisiana 70802

**MAILING ADDRESS:**  
Post Office Box 2827  
Baton Rouge, Louisiana 70821-2827

**EMAIL ADDRESS:** LeasingSection@la.gov

Phone: (225) 342-4615  
Fax: (225) 242-3486 or (225) 342-4527

**STEP 5 OF 5 SIGNATURE AND DATE**

Please sign and date this Form before submission.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_