

How to Register with the Office of Mineral Resources

BASIC PROCEDURES

1. All applicants and prospective and current leaseholders of *state* mineral leases shall register certain information and proof of authorization to do business in the state of Louisiana with the Office of Mineral Resources and, thereafter, renew their registration by January 31 of each year, La. R.S. 30:123.1(B). Transfers or assignments of *state* mineral leases shall not be granted to prospective leaseholders that are not currently registered with the Office of Mineral Resources, La. R.S. 30:128(A).

2. Complete a Registration Form

3. Attach a copy of the following specified items from the Louisiana Office of Secretary of State's website located at www.sos.la.gov/Home/Commercial/Corporations/SearchDatabase/tabid/819/Default.aspx :

Entity	"Detailed Record" Webpage Required
Corporation	Good Standing Status Required
Limited Liability Company	Good Standing Status Required
Partnership	Current Active Status Required
Individual/Sole Proprietorship	No "Detailed Record" Webpage Required

4. Submit form and copy of the Louisiana Office of Secretary of State "Detailed Record" Webpage (if necessary) as follows:

<u>Physical Address</u>	<u>Mailing Address</u>	<u>Fax</u>	<u>Email</u>
617 N. 3 rd St., 8 th Floor	P.O. Box 2827	(225) 342-4527	LeasingSection@La.gov
Baton Rouge, LA	Baton Rouge, LA	(225) 242-3486	
70802	70821-2827		

Should you have any questions, please contact Suzanne Hyatt at (225) 342-0893 or Suzanne.Hyatt@La.gov.