CHECKLIST FOR REQUESTING
STATE MINERAL BOARD APPROVAL OF STATE MINERAL LEASES

The following items must accompany a state agency mineral lease submitted to the State Mineral Board for approval:

_____ 1. Approved state agency lease form with approved rider attached
_____ 2. Plat depicting acreage being advertised and leased
_____ 3. Certified copy of resolution designating the agency’s approval of lease
_____ 4. Certified copy of resolution authorizing agency representative to execute lease
_____ 5. List of all bids received by agency
_____ 6. Copies of all bids received by agency
_____ 7. Original proof(s) of publication from parish journal
_____ 8. Original proof(s) of publication from state journal
_____ 9. Rental must be at least one-half of bonus
_____ 10. Lease dated on signature page
_____ 11. Lease executed by all parties
_____ 12. Two witnesses for each signature
_____ 13. Printed names under all parties’ and witnesses’ signatures
_____ 14. Witness acknowledgements signed and notarized
_____ 15. Notary’s printed name under signature and notary number on instrument

REMARKS: