



# Louisiana Department of Natural Resources

## Office of Mineral Resources

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



### REGISTRATION FORM

Any party wanting to enter into an agreement with the State of Louisiana through the Louisiana State Mineral and Energy Board is required to register with the Office of Mineral Resources (OMR) and renew their registration annually before submitting an application to nominate State owned lands or bid proposal.

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>. **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).

NAME:

\_\_\_\_\_

PHYSICAL ADDRESS:

STREET ADDRESS OR POST OFFICE ADDRESS (Line 1)

CITY STATE ZIP CODE

Previous company name (if applicable)

MAILING ADDRESS:  
(IF DIFFERENT)

STREET ADDRESS OR POST OFFICE ADDRESS (Line 1)

STREET ADDRESS OR POST OFFICE ADDRESS (Line 2)

CITY STATE ZIP CODE

If you had a name change or merger since last registration renewal, list your previous company name.

<b>STEP 2 OF 5</b>	<b>CONTACT INFORMATION</b>
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: _____
<b>STEP 3 OF 5</b>	<b>IDENTIFICATION NUMBER</b>
What is the Federal Employer Identification Number (FEIN) or Social Security Number? Please list one.	FEDERA EMPLOYER IDENTIFICATION NO. _____ OR
	SOCIAL SECURITY NUMBER _____
<b>STEP 4 OF 5</b>	<b>SUBMISSION</b>
Where should this Form be submitted?	OFFICE OF MINERAL RESOURCES LOUISIANA DEPARTMENT OF NATURAL RESOURCES ATTENTION: LEASING SECTION
	<u>PHYSICAL ADDRESS:</u> 617 North Third Street Baton Rouge, Louisiana 70802
	<u>MAILING ADDRESS:</u> Post Office Box 2827 Baton Rouge, Louisiana 70821-2827
	EMAIL ADDRESS: leasingsection@la.gov
	Phone: (225) 219-9753 Fax: (225) 342-4527
<b>STEP 5 OF 5</b>	<b>SIGNATURE AND DATE</b>
Please sign and date this Form before submission.	SIGNATURE: _____
	DATE: _____