

SELLING PARTY WELL TRANSFER CHECKLIST

- Original signature of selling party**
- Current Address & Phone number on file**
- Verify the following information on the transfer form:**
Permit Number, Lease Name, Well Number, County & Carter Coordinate Location
A separate form must be completed for each lease.
- All completion records on file**
Well Log & Completion Report & Electric Logs
- Bond Status**
If the bond has been forfeited against the well(s) listed on the transfer form, the well(s) must be re-permitted.
- Production Reports**
Submitted from 1997 through current year, if applicable.
Production reports must be filed for all wells – not just the wells involved in the transfer.
- Operator License**
\$100/year for commercial oil and gas wells.
\$25/year for a domestic gas well.
- Transfer Fees**
\$50 transfer fee for each well being transferred.
All checks are made payable to the Kentucky State Treasurer.
- As Built Plat** must be filed, if applicable.
- Inclination Survey** must be filed, if applicable.
- Gathering Line Permit & Map**
All wells must have topographic maps filed.
If the well was permitted prior to March 18, 2004, only a topographic map is required.
If the well was permitted March 18, 2004 or later, then an Application/Notification for Gathering Line Permit must be filed along with the topographic map.

The topographic map should include the following:

- Permit Number
- Location of the well
- Flow Lines
- Gathering Lines
- Indicate where the lines are connected
- the diameter
- the construction of the line

You can visit the Kentucky Geological Survey's website at <http://www.uky.edu/KGS> for more information on printing a topographic map or direct questions to Matt.Bentley@ky.gov.

Please direct all questions to Kaci.Clay@ky.gov

**KY Division of Oil and Gas|
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