Louisiana Department of Conservation and Energy
Office of State 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 State Resources (OSTR) 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 OSTR 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 OSTR 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 OSTR'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, OSTR 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 OSTR. **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

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

_____
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

STEP 2 OF 5

CONTACT INFORMATI0N

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.

FEDERAL EMPLOYER IDENTIFICATION NO. _____

OR

SOCIAL SECURITY NUMBER _____

STEP 4 OF 5

SUBMISSION

Where should this Form be submitted?

OFFICE OF STATE RESOURCES
LOUISIANA DEPARTMENT OF CONSERVATION AND ENERGY:
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) 219-9753
Fax: (225) 342-4527

STEP 5 OF 5

SIGNATURE AND DATE

Please sign and date this Form before submission.

SIGNATURE: _____

DATE: _____