



**Oregon Water Resources Department**  
 725 Summer Street NE, Suite A  
 Salem Oregon 97301  
 (503) 986-0900  
 www.oregon.gov/owrd

# Application for Well ID Number

*Do not complete if the well already has a Well Identification Number.*

**I. OWNER INFORMATION**

Current Owner Name *(please print)*: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Mail Well ID to:**                      SAME AS ABOVE                      In Care Of (C/O)

Name & Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**II. WELL LOCATION INFORMATION** *(Please fill out as completely as possible)*

Township: \_\_\_\_\_ (North / South)    Range: \_\_\_\_\_ (East / West)    Section: \_\_\_\_\_    \_\_\_\_\_ 1/4 of the \_\_\_\_\_ 1/4

Tax Lot (usually last 3-5 numbers of Tax Map #): \_\_\_\_\_    County \_\_\_\_\_

GPS Coordinates: \_\_\_\_\_

Street Address of Well, City: \_\_\_\_\_

If the property had a different street address in the past: \_\_\_\_\_

**III. GENERAL WELL INFORMATION** *(Please fill out as completely as possible, AND attach copy of Well Report, if available)*

Use of Well (domestic, irrigation, commercial, industrial, monitoring): \_\_\_\_\_

Date Well Constructed (or property built): \_\_\_\_\_    Total Well Depth: \_\_\_\_\_    Casing Diameter: \_\_\_\_\_

Owner at time the well was constructed (if known): \_\_\_\_\_    Well Report # (if known): \_\_\_\_\_

Other Information: \_\_\_\_\_

**SUBMITTED BY** *(please print)*: \_\_\_\_\_

**PHONE:** \_\_\_\_\_    **EMAIL &/or FAX:** \_\_\_\_\_

Send application to: Oregon Water Resources Department 725 Summer St NE, Suite A, Salem, Oregon 97301; or fax to (503) 986-0902.  
 Applications are processed in the order they are received, and Well ID Numbers are mailed within 4-5 business days.

*For Official Use Only by the Oregon Water Resources Department:*

Received Date:

Well Report Number:

Well Identification #:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Instructions

### Well ID Number Application

Use a separate application for EACH well on the property. If the well already has an existing Well ID Number (L-xxxxx) on it, you do not need to complete this application.

#### **I. OWNER INFORMATION**

Print the current owner's name, mailing address (including city, state, and zip), and the address where the Well ID packet should be sent. If the property has closed in escrow, the packet may be sent directly to the buyer. The packet should be sent to the party who currently has access to the well.

#### **II. WELL LOCATION INFORMATION**

Provide the Township, Range, Section, Quarter / Quarter, County and Tax Lot number. This information may be obtained from property tax statements, legal description of the property, or from the Assessor's Office. The Assessor's Office may also refer to this as the "Map and Tax Lot Number". A list of County Assessors' is enclosed for your use.

#### **III. GENERAL WELL INFORMATION**

Please provide as much information as you can: depth of well, diameter of well casing, year constructed, and use of well. If you know who owned the land when the well was drilled, or when the property was developed, please also include that information in the space provided. For information you don't know, simply leave those fields blank.

The information given on the application will assist the Department in locating a well report, if one has not yet been identified. Note: If no well report is found, the application will become the first official record of the well in our system.

Contact the Well Identification Program Specialist at (503) 986-0854 or via email at [Ladeena.K.Ashley@oregon.gov](mailto:Ladeena.K.Ashley@oregon.gov) if you have questions.

# Oregon County Assessor Offices

The County Assessor's Office can provide you with the Township, Range, Section, and Tax Lot (combined: map lot #). They can also provide you with a list of previous owners of the property where the well is located.

**Baker County**

(541) 523-8203  
1995 3rd St, Ste 300  
Baker City, OR 97814

**Gilliam County**

(541) 384-3781  
221 S Oregon St  
Condon, OR 97823

**Lincoln County**

(541) 265-4102  
225 W Olive St, Rm 207  
Newport, OR 97365

**Umatilla County**

(541) 276-7111  
216 SE 4<sup>th</sup> St  
Pendleton, OR 97801

**Benton County**

(541) 766-6855  
4077 SW Research Way  
Corvallis, Oregon 97333

**Grant County**

(541) 575-0107  
201 S Humbolt  
Canyon City, OR 97820

**Linn County**

(541) 967-3808  
300 4th Ave SW  
Albany, OR 97321

**Union County**

(541) 963-1002  
1001 4th St, Ste A & B  
La Grande, OR 97850

**Clackamas County**

(503) 655-8671  
150 Beaver Creek Rd  
Oregon City, OR 97045

**Harney County**

(541) 573-8365  
450 N Buena Vista #13  
Burns, OR 97720

**Malheur County**

(541) 473-5117  
251 B Street W  
Vale, OR 97918

**Wallowa County**

(541) 426-4543  
101 S River St, Rm 104  
Enterprise, OR 97828

**Clatsop County**

(503) 325-8522  
820 Exchange St, Ste 210  
Astoria, OR 97103

**Hood River County**

(541) 386-4522  
601 State Street  
Hood River, OR 97031

**Marion County**

(503) 588-5144  
555 Court St NE, Ste 2233  
PO Box 14500  
Salem, OR 97301

**Wasco County**

(541) 506-2510  
511 Washington St #208  
The Dalles, OR 97058

**Columbia County**

(503) 397-2240  
230 Strand Street  
St. Helens, OR 97051

**Jackson County**

(541) 774-6059  
10 S Oakdale Ave, #300  
Medford, OR 97501

**Morrow County**

(541) 676-5607  
100 Court Street  
PO Box 788  
Heppner, OR 97836

**Washington County**

(503) 846-8741  
Public Services Building  
155 N 1<sup>st</sup> Ave, Ste130  
Hillsboro, OR 97124

**Coos County**

(541) 396-7900  
250 N Baxter  
Coquille, OR 97423

**Jefferson County**

(541) 475-2443  
66 SE D Street, Ste D  
Madras, OR 97741

**Multnomah County**

(503) 988-3326  
501 SE Hawthorne Blvd,  
Suite 175  
Portland, OR 97214

**Wheeler County**

(541) 763-4266  
701 Adams St, Ste 203  
PO Box 447  
Fossil, OR 97830

**Crook County**

(541) 447-4133  
200 NE 2<sup>nd</sup>, Ste 200  
Prineville, OR 97754

**Josephine County**

(541) 474-5260  
500 NW 6th St  
Grants Pass, OR 97526

**Polk County**

(503) 623-8391  
850 Main Street  
Dallas, OR 97338

**Yamhill County**

(503) 434-7521  
535 NE 5<sup>th</sup> St, Rm 42  
McMinnville, OR 97128

**Curry County**

(541) 247-3294  
94235 Moore St, Ste 221  
Gold Beach, OR 97444

**Klamath County**

(541) 883-5111  
305 Main Street  
Klamath Falls, OR 97601

**Sherman County**

(541) 565-3606  
500 Court Street  
PO Box 283  
Moro, OR 97039

**Deschutes County**

(541) 388-6508  
1300 NW Wall St, Ste 200  
Bend, OR 97701

**Lake County**

(541) 947-6000  
513 Center Street  
Lakeview, OR 97630

**Tillamook County**

(503) 842-3400  
201 Laurel Ave  
Tillamook, OR 97141

**Douglas County**

(541) 440-4222  
1036 SE Douglas  
Roseburg, OR 97470

**Lane County**

(541) 682-4321  
125 E 8<sup>th</sup> Ave  
Eugene, OR 97401



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725 Summer Street NE, Suite A  
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## Well ID Program Frequently Asked Questions

All wells drilled, deepened, converted or altered after 1996 are required to have a well ID number attached to the well head. This Well ID Number is usually attached by the well constructor. If there is no ID number on the well, a landowner may apply for one using the Well ID application form, which is available from the Water Resources Department's website at [www.oregon.gov/owrd](http://www.oregon.gov/owrd).

***Is there a fee to get a Well ID Number?*** No. It is free to apply for and receive a Well ID Number.

***What is the legal basis for the program?*** Oregon Revised Statutes 537.788 - 537.793.

***What is the purpose of the program?*** The purpose is to catalog each well with a unique Well ID Number. This number will link the well with a physical description of how the well was constructed (well report) in the Department's database.

***What types of wells are bound by this program?*** All wells, including monitoring and water wells.

***Do I need to apply for a new Well ID Number if my well already has one on it?*** No. Only one Well ID Number is required for the life of the well (unless label is unreadable).

***Should I apply for a Well ID Number now or should I wait until the property changes ownership?*** You may apply for a Well ID Number at any time.

***I share a well and the well is on the neighboring property. Do I apply for a Well ID Number when I sell my property?*** No. The owner of the property where the well is located is responsible to obtain a Well ID Number when their property changes ownership.

***Who is responsible for initiating the process?*** The landowner who owns the property where the well is located may apply for the Well ID Number or the buyer may also apply for the Well ID Number.

***Will this delay the property transfer if I am selling my property?*** No. It is not necessary to apply for or obtain a Well ID Number before closing the property transfer. The seller, buyer, or their agent may apply for the Well ID Number by completing an application.

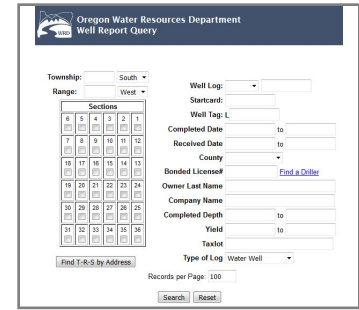
***What is a Well Report?*** A well report is a physical description of how your well was constructed. The Oregon Water Resources Department maintains a database of all wells constructed in the state since approximately 1960.

***Does the Water Resources Department verify the well construction during this process?*** The Department does not review the well construction prior to the issuance of a Well ID Number. However, as part of the Department's Well Construction Program, new wells are routinely inspected during construction. If you have specific problems or concerns about your well, please contact the Department directly.

If you have questions concerning your well, contact the Water Resources Department: (503) 986-0900, or visit our website: [www.oregon.gov/owrd](http://www.oregon.gov/owrd). Our office is located at 725 Summer Street NE, Suite A, Salem, Oregon 97301-1266.



# How to Use the Well Report Query



Before you begin, it is helpful to gather the following information:

1. Complete property address, with zip code.
2. Names of previous owners, especially around the time the home was built or placed on the property. (Check with the County Assessor’s Office or a title company for the property history.)
3. The property Map Number, map tax lot number (i.e.: a series of numbers / letters like 3S102B000105) are actually the Township, Range, Section and Tax Lot in disguise.  
**Hint:** The Map number above would translate to: Township 3 South, Range 1 West, Section 2. The North/South line (Township) cuts through Portland, and the East/West line (Range) is roughly 2 miles east of the I-5 corridor.
4. Any former address the property might have been known as (such as a Route and Box number).
5. Double-check to see if the well has a Well Identification Number (stainless steel label) on the casing.

Now you’re ready to search online for a Well Report. Type [www.oregon.gov/owrd](http://www.oregon.gov/owrd) in the navigation pane. Hit “Enter” to default to OWRD’s home page. Under Agency Resources, click on “Find A Well Report”, which takes you to the Well Report Query.

1. If you found a Well ID on the well, simply enter the number in the appropriate field, and click "Search".
2. If you only have the property address, click on “Find TRS by Address” box, on the left, and enter the entire address, with zip code. Click “Lookup”, and write down the Township / Range / Section that now should be filled in.
3. If entering Owner Last Name or Company Name, enter the first 2-3 letters only. Some reports are hard to read, so information might appear differently than expected.
4. If you are looking for a domestic water well, choose “Water Well” on the “Type of Report” menu.
5. On “Records per Page”, add a “0” to the end of 10 to make it “100”, for easy scrolling through the results page.
6. Click “Search”. A list of Well Reports will appear. To sort data, click any of the column headings (blue text).
7. To view a Well Report image, click on the number at the far left (first 4 letters of the county and some numbers).

**Hint:** The street address and Tax Lot may not always be included on Well Reports, especially for older wells. Sometimes the PDF shows more information than what was entered in the database, so check the image if the address field is blank.

**LESS IS MORE...** Try these tricks during your search:

- Un-check the Section box or also click surrounding sections; the report may be filed under a nearby section
- Take out the TRS and search by County and first 2-3 letters of the Owner Last Name or Company Name
- As a last resort, try entering only the County and Tax Lot (Tax Lots change and may not be listed at all)

**Note:** Wells constructed prior to 1955 may not have a Well Report on file with the Department.

**Questions?** Contact the Well ID Program Specialist at 503-986-0854, or email at [Ladeena.K.Ashley@oregon.gov](mailto:Ladeena.K.Ashley@oregon.gov) for more information and assistance in navigating the Well Report Query.

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