



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 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 4th 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 1st 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 2nd, 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 5th 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 8th Ave
Eugene, OR 97401



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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.

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.

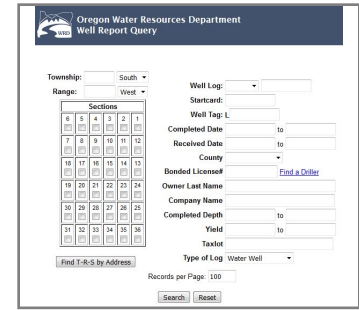
What is a Well Report? A well report is a physical description of how your well was constructed. The Oregon Water Resources Department maintains a database of all wells constructed in the state since approximately 1960.

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. 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 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 for more information and assistance in navigating the Well Report Query.

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