

How to Search for a Well Report

A quick step-by-step guide



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. The Lot and Block numbers, if applicable. (Report might not list the current property address.)
5. Any former address the property might have been known as (such as a Route and Box number.)
6. 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 Groundwater and Wells, click "Find a Well Report".

Here is the direct link to the Query: https://apps.wrd.state.or.us/apps/gw/well_log/Default.aspx.

A picture of the query is shown below.



Step-by-step directions:

1. If you found a Well ID on the well, simply enter the number in the Well Label field, and click the green "Search" button to access the related log(s).

2. If you only have the property address, click on "Find TRS by Address" box, on the left, and enter the entire address (the zip code helps, but is not necessary).

3. Click "Lookup"; the Township /Range / Section should now be filled in. (You may want to write down the numbers on a piece of paper.)

4. Now shift your attention to the right side of the page. This side is where you may enter specific information you know about the well or from a well report. If you don't have a label or know specifics, then you should skip down to "Type of Report" (see #7., below).

5. If you know who the landowner was at the time the well was constructed, you may enter "Owner Last Name" or "Company Name", however enter the first 2-3 letters only. Some reports are hard to read, so information might appear differently than expected.
6. You may enter the Tax Lot, but it is recommended that you leave that field blank. Tax Lots can change, and on older Well Reports they may not be included at all.
7. On the "Type of Report" menu, choose "Water Well" if you are looking for a domestic water well.
8. On "Records per Page", add a "0" to the end of 10 to make it "100", for easy scrolling through the results page.
9. Click the green "Search" button. A list of Well Reports will appear. To sort data, click any of the column headings (blue text). It's best to sort by "Street Address of Well" first (results are listed in numerical and then alphabetical order), then look for address or Lot/Block in that column.
10. To view a Well Report image, click on the Well Log number (first 4 letters of the county and some numbers) in the far-left column.

Hint: Street addresses are not often given for older wells. This is why you should gather previous landowner names if you don't find a log with the address. However, sometimes the PDF shows more information than what was entered in the database, so look at the log 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. Ask about creating a record of the well via an Application for Well ID.

Questions?

Contact the Well ID Program Specialist at (971) 287-8218, or email at Ladeena.K.Ashley@water.oregon.gov. For more detailed assistance in navigating the Well Report Query, you can also click the "Help" link on the top right of the Well Query webpage.



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