

COLORADO OIL AND GAS CONSERVATION COMMISSION (COGCC)

REGISTRATION FOR OIL AND GAS OPERATIONS
FORM 1 INSTRUCTIONS

Introduction:

Oil & Gas operators are required to register with the Colorado Oil & Gas Conservation Commission (COGCC). All producers, operators, transporters, refiners, gasoline or other extraction plant operators, and initial purchasers who are conducting oil and gas operations are required to file a Registration for Oil and Gas Operations, Form 1.

If that registered operator undergoes any changes in the registration information for corporate or regional offices; i.e., company/operator name, address, telephone, fax numbers, contacts, operations, etc., such changes are required to be made with the COGCC pursuant to Rule 302.a and therefore must be submitted on a new Registration for Oil and Gas Operations, Form 1 indicating a change in information.

Step-by-step instructions for completing a Form 1 are as follows:

Section 1:

FORM 1
Rev. 6/09

State of Colorado
Oil and Gas Conservation Commission
1120 Lincoln Street, Suite 801, Denver, Colorado 80203 (303) 894-2100 Fax: (303) 894-2109

REGISTRATION FOR OIL AND GAS OPERATIONS

Each company conducting oil-and-gas-related operations is required to submit a Form 1. Submit a separate registration for each regional/field office which will be an active reporter. A new registration is required to document change of address or addition/deletion of types of operations.

Corporate Office **Regional/Field Office** **OGCC Operator Number (if you have one):**

New New
 Change in Information Change in Information
 Delete Delete

FOR OGCC USE ONLY

Indicate whether the form is being submitted for the **Corporate Office** or for a **Regional/Field Office**. We need to know which office is the primary office where mail should be sent to. Therefore, the Corporate Office box will be used as the "primary office" for mailings, and any other offices should be listed as regional offices. In order to file a Regional/Field Office the company/operator must already be registered and assigned an operator number.

Indicate whether the form is being submitted to add a **New** corporate or regional/field office, **Change in Information** for a previously registered corporate or regional/field office, or is to **Delete** a previously registered corporate or regional/field office.

If the form is being submitted for anything other than a **new** corporate office then you should have already been issued a **COGCC Operator Number**, please include the number if you have one. If the form is being submitted for a **new** corporate office you will be assigned a unique COGCC Operator Number. This operator number is required on all COGCC reporting.

Change in Information can be in an address, phone number, contact name, emergency contact information or in the corporate operations information. If the notice is for a company name change it could result in the issuance of a new operator number unless it is an insignificant change such as:

- Petroleum Energy, Inc. – operator number 26200
- Petroleum Energy L.L.C. – operator number remains 26200
- Union Oil Company – New operator number will be assigned

Secretary of State Articles of Conversion or official name change documents from where the company was formed are required with the new Form 1.

In the event of mergers and/or acquisitions:

- Company mergers – Secretary of State Articles of Merger will reflect the surviving entity according to official merger documents submitted with new Form 1.

If the surviving entity was never registered with the COGCC, it will be issued a new operator number.

Section 2:

Corporate Office information should be whichever office will be accepting notices and mail from COGCC. Addresses, telephone numbers, contacts, emergency contacts and alternative emergency phone numbers are required to be kept current and updated with the COGCC per Rule 302.

Corporate Office			
Name of Company:			
Address:			
City:	State:	Zip:	Country (if not U.S.):
Phone No:		Fax No:	
Contact Name(s):			
Emergency Contact Name(s):			
Emergency Phone Number(s):			

Section 3:

OGCC Operator Number Suffix:

COGCC Operator Number Suffix – A suffix designation (**A, B, C, etc.**) will be assigned for any regional or field office(s) listed on the Registration for Oil and Gas Operations, Form 1. This suffix is used in conjunction with the operator number to identify document and field staff origination. The operator number suffix is assigned by the COGCC.

Section 4:

Regional/Field Office(s) (if any) – Addresses, telephone numbers, contacts, emergency contacts, and alternative emergency phone numbers are required to be kept current and updated per Rule 302. Submit a separate Form 1 for each additional Regional/Field Office.

Regional/Field Office (if any)		
Name of Company:		
Address:		
City:	State:	Zip:
Phone No:	Fax No:	
Contact Name(s):		
Emergency Contact Name(s):		
Emergency Phone Number(s):		

Section 5:

Corporate Operations and General Mailing

Corporate Operations – Indicate by writing **A to Add** or **D to Delete** any of the fourteen operations that the operator will be engaged in within the State of Colorado. These operations will all be listed under the assigned operator number. You can add certain operations while deleting others as needed. The COGCC requires that this information be kept current. Please send a Form 1 if your operations change at any point.

CORPORATE OPERATIONS	
Write A to Add or D to Delete operations from your OGCC record. Indicate all that apply.	
<input type="checkbox"/>	Operator
<input type="checkbox"/>	Producer
<input type="checkbox"/>	Gatherer
<input type="checkbox"/>	Transporter
<input type="checkbox"/>	Levy Payor
<input type="checkbox"/>	Injection Well Oper.
<input type="checkbox"/>	Pit Operator
<input type="checkbox"/>	Driller
<input type="checkbox"/>	Seismic Operator
<input type="checkbox"/>	Financial Assurance Provider
<input type="checkbox"/>	Downstream Gas Facility
<input type="checkbox"/>	Insurance Agent
<input type="checkbox"/>	Domestic Well Operator
<input type="checkbox"/>	Vendor
General Mailing	
Hearing notices are mailed monthly. Please call OGCC for information.	

If you have any questions on types of operations please contact our office for assistance.

Financial assurance is required for certain operations. Please submit proper financial assurance per the 700 rule series for plugging and abandonment, surface owner protection, seismic operations, downstream gas facility (gas gatherer), **UIC Class II Commercial injection well, E&P Waste Facility,** and domestic (personal use) wells operators. Refer to the 700 series of the Rules for more information on financial assurance requirements that should be submitted with registration for oil and gas operations.

Transporters – Oil transporter (first purchaser) shall file a Form 1 and provide a Certificate of Good Standing from the Colorado Secretary of State. No financial assurance is required for transporters.

Vendors – Companies providing hydraulic fracturing treatment of a well is entitled to trade secret protection. These companies (vendors) must file a Form 1, Form 1A, and Certificate of Good Standing from the Colorado Secretary of State before filing a Form 41 Trade Secret Claim of Entitlement. No financial assurance is required for vendors.

General Mailing – The COGCC mails out hearing notices monthly to those operators that have requested to be added to the mailing. Please call the COGCC for additional information on being added to this mailing.

Section 6:

Signature Section – Registration for Oil and Gas Operations, **an original** Form 1 must be signed and dated **by an officer or principal of the company for initial registration** which will include printed name and title of person signing.

Print Name: _____
Signature: _____ Title: _____ Date: _____

Submit this form along with all required documentation to:

Colorado Oil & Gas Conservation Commission (or COGCC)
ATTN: FINANCIAL ASSURANCE DEPARTMENT
1120 Lincoln Street, Suite 801
Denver, CO 80203

Contact numbers are: Main Office: 303-894-2100 Fax: 303-894-2109

Financial Assurance Supervisor: Martha Ramos, extension 5123, Martha.Ramos@state.co.us
Financial Assurance Analyst: Debbie Lutz, extension 5185, Debbie.lutz@state.co.us