**Virginia Department of Energy Gas and Oil Program**

**E-Forms Center Authorization Form**

The Virginia Department of Energy Gas and Oil Program has developed a system to facilitate electronic filing of permit applications, permit supplements, sundry forms and required data. The system is designed to be accessed via the World Wide Web and will be available for use by all gas and oil operators. The system offers the following:

* Instantaneous filing of required forms, reports and data without generation of paper copies or the necessity of mailing
* Forms that are interactively linked to the Gas and Oil database
* Instantaneous notification upon approval of submitted applications, revisions and supplements Automatic entry of “header” information on forms.
* Ability to update or correct previously submitted data without re-filing entire documents
* Tracking system for operators on submissions
* System can serve as your electronic filing system for information submitted to Gas and Oil

**System access is limited by company approval for individuals to have access and submit data on their behalf.** Individuals must submit an online request for a user name and password, seeking permission to use this system. Individuals can be granted full or limited access based on permission granted by the company official. Only individuals authorized by a company official or another officer of the company will be granted access to this system. It is the company’s responsibility to add, delete or change the level of accessibility of authorized individuals.

The enclosed form is designed to provide us with the name and level of access of each individual the company is granting access to. We have enclosed a list of currently available forms:

|  |
| --- |
| **GENERAL:** |
| Incident Reporting |
| Receipts/Payments |
| **REPORTING:** |
| Annual Report |
| Monthly Gas Production |
| Monthly Oil Production |
| Escrow Payments Upload |
| Bank Escrow Upload |
| **PERMITTING:** |
| Application for Permit |
| Permit Modification |
| Permit Transfer |
| Permit Renewal |
| Permit Supplements |
| Application Notification |
| Application Ground Water |
| Application Source Water |
| Water Monitoring |
| **BOARD:** |
| Docket Request |
| Petition |
| Agenda |
| Latest Agenda |
| Order |
| Affidavits |
| Supplemental Order |
| **OPERATIONS:** |
| Drilling Report |
| Completion Report |
| Pit Disposal/Reclamation |
| Notifications |
| Geophysical Logs Submission |
| Water Analysis Submission |
| Chemical Disclosure |
| **COMPANY:** |
| Registration Form |
| Registration Form |

# Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The following company employees and/ or agents are authorized to access or access and provide electronic entries to the indicated Virginia Department of Energy Gas and Oil forms:

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Authorized Forms and Access Level***

# Form Name Access Level (View, Save, Submit)

|  |  |
| --- | --- |
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|  |  |
|  |  |

**Or select the options below for full access:**

**All Forms \_\_\_\_\_\_\_\_\_\_\_\_ All Access \_\_\_\_\_\_\_\_\_\_\_**

**Note: You may add boxes as needed for additional employees.**

**PLEASE BE SURE TO SUBMIT THE FOLLOWING FORM WITH THE ABOVE AUTHORIZATION.**

**The undersigned, being an officer of\_\_\_\_(Company Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_, does hereby affirm that the company employees and/or agents named in the list above are authorized to access and make entries to the indicated forms. In so doing, the named employees/agents are acting on behalf of \_\_\_\_\_(Company Name)\_\_\_\_\_ in the filing of required data, information or forms. All submitted data or information will meet the requirements of the Virginia Gas and Oil Act (§ 452-1600 et.seq. of the Code of Virginia) and the Virginia Gas and Oil Regulation (4VAC 25-150).**

\_\_\_\_(Company Name)\_\_\_\_\_\_\_\_ understands that each authorized employee/agent will be given a password that will allow entry to designated forms, and that the right of entry will remain in effect until authorization is withdrawn or altered in writing by your company. Your company further understands that, on any document or form requiring signature, entry into the Gas and Oil system by password will have the effect of signature by a company officer.

**Signed this \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name (Print or type): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**