



Designation of Agent Form

This form is two (2) pages, please read and complete all sections.

Any party acting as an agent of an owner(s) of the lease or well shall have a valid Designation of Agent form on file with the Commission prior to the start of operations. A Designation of Agent(s) will be accepted as authority of the agent to fulfill the obligations of the owner and to sign any required papers or reports. All authorized orders or notices given by the Department to the agent shall be deemed service of such orders or notices upon the owner and the lessee. This designation shall remain in effect until written notice is provided by the owner to terminate the agent or representative, and the designation of a new agent(s) shall be immediately made. All changes of address must be immediately reported in writing to the Department.

Form Instructions

Introduction

Any person may be designated to act as an agent of a registered and bonded owner or operator of a lease or well, provided the operator has filed a Designation of Agent Form bestowing that authority unto that person (see IDAPA 20.07.02.033). Designated person(s) have signature authority on Commission required reports or logs, and will be a point of contact for any discrepancies on submitted documents or logs. The designation remains in effect until written notice is provided by the owner or operator to terminate the authority of that designated agent or representative. It is the responsibility of the owner or operator to maintain their agent lists by submitting any deletions of designated agents or changes in designated agent's information on a new Designation of Agent Form.

Instructions for completing this form are as follows:

Section 1

Agent Information section designates agents other than employees of the registered and bonded owner or operator. This section **does not** need to be completed for authorizing employees of the permittee of record. Complete this section when authorizing persons who are employed by an agent company. Please note that the Agent can either be added or removed. One or more Agents can be added or removed on each form. Complete additional forms as needed.

Section 2

Owner or Operator Information section provides information on the permittee of record and an authorizing corporate officer for the Designation of Agent. Fill in full name of the permittee of record (same as owner or operator), the printed name of the corporate officer from the permittee of record, the individual's title, and their signature. The approval date is the effective date of Designation (MM/DD/YYYY).

Please fill out fields

(Check one) ☐ Add Agent ☐ Remove Agent

Agent Company Name: _____

Contact Name: _____ Contact Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email Address: _____

Signature: _____

(Check one) ☐ Add Agent ☐ Remove Agent

Agent Company Name: _____

Contact Name: _____ Contact Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email Address: _____

Signature: _____

(Check one) ☐ Add Agent ☐ Remove Agent

Agent Company Name: _____

Contact Name: _____ Contact Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email Address: _____

Signature: _____

Pursuant to the Rules Governing Conservation of Oil and Natural Gas in the State of Idaho (IDAPA 20.07.02.033), the below-signed owner or operator who is conducting oil and gas operations in the State of Idaho, does hereby designate or remove the above-listed Agent Company and/or representative(s) as authorized to sign on behalf of the owner or operator.

Owner or Operator Company Name: _____

Print Authorizing Name: _____

Authorizing Title (must be an officer): _____

Authorizing Signature: _____ Approval Date: _____