



# RECORDS REQUEST

## DEPARTMENT OF MINERAL RESOURCES

**Please provide contact information needed to deliver the records. Records are typically delivered through email. If the records will be picked up in person, please indicate how to inform the requestor when the information is complete or contact our office to confirm that the request has been completed. Contact information, although not required, is helpful in case there are questions regarding the request.**

Name of Requestor	Telephone	Fax
Mailing Address (If you would like a hardcopy)	City	State   Zip Code

Email Address (If you would like records sent electronically)
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### Entity Information for requested records.

Present Name, Company, or Business
Name of Property Owner (If known)
Street Address of Property, City, State, County

### Geographic Information

Township	Range	Section	Qtr.	Latitude	Longitude
File Number, Order or Case Number					

<b>Type of Records Request</b>
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If applicable, please send the billable invoice to the following address:

Charges may include billable time for locating and redacting confidential material at \$25 hour (the first hour is free), copying pages at 25 cents per page, and other billable costs allowed under NDCC 44-04-18.

Information requests can be submitted to the NDDMR by email or mail.

**North Dakota Department of Mineral Resources Office of the Director-Open Records**

1016 Calgary Ave Bismarck, ND 58503-1324

Email: [oilandgasinfo@nd.gov](mailto:oilandgasinfo@nd.gov) Phone: 701.328.8020