



## Individual Qualification Instructions and FAQs

Alaska Department of Natural Resources

Division of Oil & Gas

550 W 7th Avenue, Suite 1100

Anchorage, Alaska 99501-3563

Phone: 907-269-8800 Email: [dog.qualifications@alaska.gov](mailto:dog.qualifications@alaska.gov)



The Division is responsible for monitoring and implementing oil and gas acreage limitations which apply to all acreage whether it is held or controlled, directly or indirectly by qualified individuals and entities (AS 38.05.140(c) and 11 AAC 82.300 – 310).

### Who can qualify?

Individuals who have reached the age of majority or a legal guardian, trustee, or other legal representative of a qualified individual. In Alaska, the age of majority is 18, except for those who are emancipated earlier by marriage or by court order.

### When do I need to qualify?

- All individuals must submit an initial qualification packet, as outlined in this document, prior to:
  - Submission of a bid in an oil and gas or geothermal lease sale
  - Submission of an application for an exploration license
  - Submission of an application for assignment of working interest or initial separation of overriding royalty interest in an oil and gas lease, geothermal lease, oil and / or gas exploration license
  - All individuals must maintain current qualifications to hold, apply for, obtain or transfer a working interest or initial separation of overriding royalty interest in an oil and gas, gas only, or geothermal lease or exploration license, or permit

Individuals need to be sure their qualifications are up to date prior to initiating any type of activity with the Division.

The individual qualification report is listed [here](#). If your name is not on the individual qualification report, it has been more than 15 years since your initial qualification and you need to requalify as a new individual.

## INSTRUCTIONS

### Submit the following information (11 AAC 82.205):

- **Individual:**
  - Complete items 1 – 4 of the attached form.
  - Sign and date the form in the presence of a Notary Public. Notary should complete acknowledgement.
- **Guardian, trustee, or legal representative of a person:**
  - Complete items 1 – 4 for the individual being qualified. The form does not have to be signed or notarized if individual is qualifying with a guardian, trustee, legal representative or agent.
  - A certified copy of the court order authorizing the representative to act in that capacity and to fulfill on behalf of the person all obligations arising under the lease, oil and gas exploration license, or permit;
  - Certification of the age of the person you are representing OR, if the person is deceased, an original or certified copy of the death certificate;
  - Certification of the representative's age.
- **Agent acting on behalf of an individual:**
  - Complete items 1 – 4 for the individual being qualified. The form does not have to be signed or notarized if individual is qualifying with a guardian, trustee, legal representative or agent.
  - An original or certified copy of a notarized power of attorney authorizing the agent to act on behalf of the individual.

Note: The information entered on Line 1 of the form will be used to verify the individual's information on future applications. As an example, if a person is qualified under the name Jane Doe, an application for Jane A Doe or J Doe, will be found in error.

### The original notarized individual qualification form, original power of attorney or certified copies of documents must be mailed or otherwise delivered to:

Alaska Division of Oil & Gas, Attn: Asset Management, 550 W 7th Avenue, Suite 1100, Anchorage, AK 99501-3563

Processing of qualifications will not begin until all documents have been received by the Division.



# Individual Statement of Qualification



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## Type of Application: (Check One Box)

New Individual Qualification

Update of Qualifications

(Please print clearly if handwriting form)

1. Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

\_\_\_\_\_

3. Telephone Number: \_\_\_\_\_

4. E-mail: \_\_\_\_\_

I, \_\_\_\_\_ certify that I am the age of majority.  
(Type or print name)

The age of majority in the State of Alaska is 18 years, except for those who are automatically emancipated earlier by marriage or those emancipated by court order.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Notary Acknowledgement

UNITED STATES OF AMERICA

STATE OF \_\_\_\_\_

THIS CERTIFIES that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me appeared

\_\_\_\_\_, known to me to be the person named who executed this document and  
acknowledged voluntarily signing it.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission expires