



Business 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

Prior to initiating your qualification with the Division of Oil and Gas, all entities transacting business in this state must register with the Department of Commerce, Community and Economic Development. Please contact [Department of Commerce, Community and Economic Development](#) or 907-465-2550 for information concerning registration, forms, and fees.

When do I need to qualify?

All entities must be qualified to:

- Submit a bid for an oil and gas or geothermal lease sale.
- Submit an application for an exploration license.
- Submit an application for an assignment of working interest or initial separation of overriding royalty interest in a lease or exploration license.
- Hold an interest in any oil and gas, gas only, or geothermal lease.
- Hold an interest in any exploration license or permit.
- Unit operators must be qualified to hold a lease as provided in 11 AAC 82.200 – 11AAC 82.205.

When do qualifications need to be updated?

An entity is only qualified for the current calendar year. Each year, any entity that holds an interest or plans to obtain an interest in an oil and gas lease, gas only lease, or exploration license, or permit must update their qualifications by February 15 of each year (11AAC 82.205(g)). Use the form included with this packet for annual qualification updates.

How can I tell if my qualifications are up to date?

The Division publishes an updated qualifications report each Monday. The report is located [here](#). Should you find a discrepancy with your qualification information or if you have submitted qualifications updates which are not reflected on the most recent report, please send us an email at dog.qualifications@alaska.gov and we will respond to you within two business days.

INSTRUCTIONS

How do I qualify my entity (11 AAC 82.200 and 11 AAC 82.205)?

Submit all of the required information, as outlined in these instructions, to the Division in one packet if possible. Any omissions in the required information should be noted in a cover letter with a date of anticipated submission. The Division will begin the verification process once all documents have been received and will request additional information from the applicant as necessary. When the process is complete, the Division will contact the applicant via email and provide the qualification number.

All business entities must submit:

- 1) A completed copy of the attached Business Contact Information and Authorized Signors form. (International entities that do not have an office in the United States will need to use the registered agent, as listed on the State of Alaska Department of Commerce, Community, and Economic Development website, as their primary mailing address for Division of Oil and Gas qualification and notification purposes.)
- 2) If your entity is currently qualified to do business in Alaska through the DCCED, please submit a certificate of compliance for the current calendar year.

If your entity is being registered with the DCCED for the first time as part of this process, please submit either of the following documents obtained through the DCCED:

- (a) A certificate of authority for a foreign corporation qualified to do business in Alaska, OR
- (b) A certificate of incorporation for a domestic corporation qualified to do business in Alaska.

4) an original or certified copy of a notarized power of attorney authorizing any agent who is not a current officer but who has been authorized by the entity to act on its behalf with respect to the permit, oil and gas exploration license, or lease. **Note:** *This form may not be used in place of power of attorney documentation.*

Partnerships, Joint Ventures, Limited Partnerships, LLCs or other incorporated associations are required to submit the items listed in numbers 1 through 3 as well as a statement describing the business relationship between the members of the association, joint venture, or partnership.

How and where do I submit my qualification documents?

With the exception of any notarized documents including powers of attorney, which must be original or original certified copies of notarized documents, qualification documents are acceptable in electronic form. Documents may be e-mailed, mailed, or hand-delivered to:

Division of Oil & Gas
550 West 7th Avenue, Suite 1100
Anchorage, AK 99501
Phone: 907-269-8800
Email: dog.qualifications@alaska.gov

Processing of qualifications will not begin until all documents have been received by the Division. Once processing is complete, a confirmation email will be sent to the email address provided on this form.

What do I do now that I am qualified?

The qualification number is required on all lease sale bid forms and all assignment forms. Remember, your qualifications must be updated annually by February 15.



Business Contact Information and Authorized Signors



Division of Oil & Gas
Alaska Department of Natural Resources
550 W 7th Avenue, Suite 1100
Anchorage, Alaska 99501-3563

Phone: 907-269-8800 Email: dog.qualifications@alaska.gov

Type of Application:
(Check One Box)

New Entity Qualification

Annual Renewal of Qualifications

Update Information

Current Qualification Number _____

1. Entity Name: _____

2. Mailing Address: _____

3. Telephone Number: _____

4. Primary Contact Name: _____

5. Primary Contact Phone Number: _____

6. Primary Contact E-mail: _____

Note: (International entities that do not have an office in the United States will need to use the registered agent, as listed on the State of Alaska Department of Commerce, Community, and Economic Development (DCCED) website, as their primary mailing address for Division of Oil and Gas qualification and notification purposes)

The following individuals are corporate officers or LLC members authorized to act on behalf of the entity listed above with respect to all documents related to the interest in oil and gas lease(s), geothermal lease(s), or exploration license(s).

Print Name and Title

Print Name and Title

Print Name and Title

Print Name and Title

Print Name and Title

Print Name and Title

Print Name and Title

Print Name and Title

Important: Names and titles must match exactly when the Division verifies signing authority on assignments or bid documents. Example: A person listed as Jane Doe, President must be listed exactly the same way on Division documents requiring authorized signature. Any variance such as Jane A. Doe or a discrepancy in Title may cause a delay in the processing of the documents and may cause the documents to be rejected. Please attach additional sheets as necessary.

This area to be completed and executed by an authorized corporate officer or managing member only.

I certify the foregoing to be true and accurate as of this date.

Printed Name and Title

Signature

Date