

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



An individual, in order to apply for, obtain, or transfer an interest in a permit, oil and gas exploration license, or lease issued under AS 38.05.131 – 38.05.184 must be qualified with the State of Alaska. 11 AAC 82.200 – 11 AAC 82.205.

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 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.

Individuals need to update their qualifications prior to initiating any type of activity with the Division if it has been more than 12 months since their last qualification update. 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



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

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