

## Well Completion Report Request Instructions

Under the California Water Code, well drillers' reports are confidential. State law prohibits distributing Well Completion Reports to anyone but the landowner, his or her designee, or a government agency without the owner's permission. Thus, in order to receive a copy of a Well Completion Report, a Release of Information form must be submitted. The Release of Information is also important because it provides critical information that is needed to help retrieve your Well Completion Report from our database.

If you wish to request a copy of a well completion report for a well that you own, please print the release of information form, fill it out, and mail it to:

Department of Water Resources  
Northern District  
2440 Main Street  
Red Bluff, CA 96080-2398

To quickly respond to your request, it is important that you provide as much information on the release of information form as possible. Well Completion Reports are stored in our database using the Public Land Survey System (Township, Range, and Section), with a cross reference to property ownership at time of drilling. Many of the older Well Completion Reports can only be located by providing the property address and the owners name at the time the well was drilled.

At minimum, please provide:

- Assessors Parcel Number (APN),
- Street address of the property,
- Owners name when the well was drilled (or a list of possible owners),
- Your contact information.

You may research the history of property ownership at the county assessors office.

Requests for Well Completion Reports are numerous and the availability of staff is limited. Priority in responding to requests will be based on the completeness of the information provided. You can greatly reduce the response time associated with your request by providing the necessary information listed above.