

1. **Name and Address:** The address shown will be the address used to return the approved application. CAUTION: If there is more than one operating entity in your organization it should match that of the OGRID number. See next instruction.

2. **OGRID Number:** The Oil and Gas Reporting ID number is a unique number assigned to each producing company in New Mexico. A company can have more than one number, usually this is done if it has more than one office in New Mexico, as the OGRID system can only handle one mailing address per number. This number can usually be found by looking at any form on any well, by the same operating name, in the area. If this is the first form submitted to the OCD, using this operator name, leave box 2 blank and the OCD will assign an OGRID number. CAUTION: If your company has more than one producing entity or office in New Mexico make sure the OGRID number is assigned to the name and address shown in box 1.

3. **API Number:** This is a unique number assigned to the well bore by the OCD. By convention the first two numbers designate the state and will always be 30 for New Mexico. The next 3 numbers indicate the county, because New Mexico has less than 100 producing counties the first digit will always be zero. The last five numbers number is assigned sequentially starting with the first APD in the county. For a new well application leave box 3 blank, it will be filled in by the District. For a re-entry, deepening, plugback, or adding a new zone look in the well file at any form FOR THIS WELL, it should show the well's API number.

4. **Property Code:** This is a unique number assigned by the OCD when the first well on the property is permitted. A property consists of contiguous lands with common ownership. If this is the first well to be drilled on the property, leave Box 4 blank and it will be filled in by the District office. For applications to drill subsequent wells look in the well file for a well on the same property, most forms will contain the property code. For other than drill wells look in the well file for the original C 101 or other forms containing the property code.

5. **Property Name:** For the first well on a new property someone in your company must choose a unique name, this is often done by the geologist or land department. For a property with existing wells it must match that shown on the previous well Form C 101.

6. **Well Number:** This is a sequential number, starting with 1 for the first well drilled on the lease. CAUTION this number can not be a duplicate of an existing well on the property. Look in the well files to verify that the well number has not been used.

7. **Surface Location:** On a new well it is required that the well's surface location be surveyed and Form C102 be submitted. The survey company will fill this form out for you and it contains all of the information needed for Section 7. If the application is for other than a new well go to the well file and use the same information shown on the original approved C101 or C102. NOTE: New Mexico requires that the plat be done by a certified surveyor.

8. **Bottom Hole Location:** On a new well the bottom hole location is a proposed location and is usually obtained from the geologists or drilling department. If the well is a straight hole Section 8 can be left blank. On applications other than for a new well and the well is deviated the bottom hole location can be found on the inclination report which is attached to the C105 completion report. The location reported is that shown at the total depth drilled. For straight holes leave section 8 blank. For an intentionally deviated well bore include the proposed BHL and spot the BHL on the C 102.