

DIVISION OF MINERAL RESOURCES

REGISTRATION TO FILE ELECTRONIC SUBMISSIONS


**Department of
Environmental
Conservation**
Company

Name: _____

(As it appears
on the Division's
Organizational
Report)

Address: _____

City

State

Zip

Country

- This form is to be used for the sole purpose of registering individuals to prepare and/or submit electronic information on behalf of a company to the New York State Department of Environmental Conservation Division of Mineral Resources via the Internet.
- The names designated in the Authorized Company Representatives section below will be the only individuals recognized by the Division of Mineral Resources as having permission to prepare or file electronic submissions on behalf of the above company. All individuals listed below will be given the data entry/editing privileges necessary for preparing documents for submission, while data submission privileges will be limited to those individuals whose names appear below and in Box 7 of the Division's [Organizational Report](#).
- This form must be signed by a primary company contact in the presence of a notary public. The primary company contact must be authorized to submit documents on behalf of the company, as denoted in Box 7 of the Division of Mineral Resources' [Organizational Report](#).
- This form must be mailed to:
New York State Department of Environmental Conservation
Division of Mineral Resources, 3rd Floor
625 Broadway
Albany, NY 12233-6500
- It is the responsibility of the registering company to immediately inform the Division of Mineral Resources of any changes (additions or removals) to the list of authorized company representatives below.
- The Division of Mineral Resources reserves the right to revoke these permissions at any time.
- Failure of the above company to comply with any and all rules, regulations, and guidelines of the New York State Department of Environmental Conservation, Division of Mineral Resources may result in the revocation of permission to electronically submit information.

AUTHORIZED COMPANY REPRESENTATIVES

The following information and signatures will be kept on file with the New York State Department of Environmental Conservation, Division of Mineral Resources and will serve to attest to the accuracy of information submitted electronically to the Division. Only individuals listed in Box 7 of the Division's [Organizational Report](#) will be given data submission privileges; all others will be limited to data entry / data editing. If additional space is needed, please attach a separate page.

Name (Print)	Signature	Title
Phone ()	Data Entry <input type="checkbox"/> Data Submission <input type="checkbox"/>	Email
Name (Print)	Signature	Title
Phone ()	Data Entry <input type="checkbox"/> Data Submission <input type="checkbox"/>	Email
Name (Print)	Signature	Title
Phone ()	Data Entry <input type="checkbox"/> Data Submission <input type="checkbox"/>	Email
Name (Print)	Signature	Title
Phone ()	Data Entry <input type="checkbox"/> Data Submission <input type="checkbox"/>	Email

I affirm under penalty of perjury that the information provided in this form is true to the best of my knowledge and belief. I am aware any false statement made in this form is punishable pursuant to Section 210.45 of the Penal Law.*

NAME (PRINT)	TITLE	PHONE
SIGNATURE	DATE	E-MAIL

* This individual will be regarded as the primary company contact and will be registered as a valid Data Submitter.

The foregoing document was acknowledged and signed before me this ____ day of _____, 20__ (Please affix notary seal)

Notary Public _____

State _____

County _____