



State of New Jersey
Department of Environmental Protection
Div. of Water Supply, Bur. Of Water Systems and Well Permitting
401 East State Street – P.O. Box 426 Trenton, NJ 08625-0426
FAX# (609) 633-1231

REQUIRED INFORMATION FOR AN INDIVIDUAL WELL INFORMATION SEARCH

The Department manages millions of well permits/ records/ abandonment reports for wells throughout the State. In order to facilitate our attempts to locate a well permit/ record/ abandonment report, please provide the following information.

Please note: The well permit and record numbers are used to track information. Property owners should keep this info on file for future reference.

1. Well Drilling Permit Number

The Bureau realizes that in most cases the property owner does not have this number, therefore the absence of this information in your request is understandable.

2. Well Owner at Time of Installation/ Abandonment

Contact Local Tax Assessor's Office to determine ALL previous owners of the property or homebuilder if the current owner did not have the well installed. The well permit is issued to the person or company that owned the property at the time the well was installed.

3. Year Well was Installed/ Abandoned

Give the approximate age of the facility/well if exact installation date is unknown.

4. Lot and Block Numbers

Current and at Time of Installation or Abandonment. Contact your local tax assessor for previous lot and block.

5. Address of Property

The street address, closest intersection, municipality and county should be included (a photocopy of a map with the property located would be helpful). Map not required for abandonment report searches.

6. Additional Well Information

Casing material and diameter can be determined by a visual inspection of the well. Casing length, well depth, well driller, and any other information should be included on the well search form to aid in the search process.

7. Well Search fee

No fee for homeowner requests or searches associated with well decommissioning requests. All other requests \$10 per well, with check payable to Treasurer, State of New Jersey. Searches will not be processed until payment is received. This fee is to help offset costs incurred in performing the search and is not refundable if a permit/ record/ abandonment report cannot be found.

Requests may be sent to either one of the following addresses:
Bureau of Water Systems and Well Permitting, Attn: Lynn Stout
Mailing: P. O. Box 426, Trenton, New Jersey 08625
Phone: 609-984-6831 Fax: 609-633-1231
e-mail: watersupply@dep.state.nj.us



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WELL SEARCHES SUBMITTED INCOMPLETE WILL BE RETURNED FOR MORE INFORMATION

Well Search Questionnaire

IS THIS WELL TO BE DECOMMISSIONED? YES NO
SEARCH FOR WELL ABANDONMENT REPORTS? YES NO
WELLUSE: DOMESTIC/POTABLE IRRIGATION AGRICULTURAL
 MONITORING/ENVIRONMENTAL INDUSTRIAL PUBLIC SUPPLY
 OTHER _____

REQUESTOR'S NAME: _____

ADDRESS/CITY/STATE/ZIP: _____

TELEPHONE #: _____ FAX #: _____

E-MAIL ADDRESS: _____

WELL PERMIT NUMBER (if known): _____ LOCAL ID (if applicable): _____

LIST ALL PREVIOUS OWNERS NAMES, BUILDER, ETC.: _____

YEAR WELL WAS INSTALLED: _____ (Approximate if not known)

LOT #: _____ BLOCK #: _____ (current and at time of installation)

STREET ADDRESS: _____

CLOSEST STREET INTERSECTION: _____

MUNICIPALITY: _____ COUNTY: _____

ALL INFORMATION KNOWN ABOUT THE WELL (depth, diameter, casing material, length, driller, etc.)

WELL ABANDONMENT PROPOSAL (must be submitted by licensed well driller)

DRILLER NAME: _____ REGISTRATION #: _____

METHOD: _____

NJDEP BWSWP USE ONLY

DATE: _____ SEARCH PERFORMED BY: _____

WELL PERMIT WELL RECORD
COPY FAXED _____ NOT ON FILE _____ COPY FAXED _____ NOT ON FILE _____

Approval to decommission the well will not be granted until a written proposal outlining the method of decommissioning has been submitted to the Bureau of Water Systems and Well Permitting. Proposal must include total depth, diameter, casing material and length.

Other: _____

APPROVAL TO ABANDON: DATE: _____ NAME: _____