

Transfer Process of Water Rights

Property involved in sales transaction

When property that has water rights registered to it is being bought and sold during the course of a typical real estate transaction, the process of registering the new change of ownership is as follows:

The new owner will complete a WR-02 form and submit it along with the appropriate fee to the Office of the State Engineer. The form can be downloaded from the New Mexico Office of the State Engineer website. The office will only accept checks. No cash or credit cards are accepted to pay the processing fee. Additionally, include copies of your documents proving your ownership (deed or other document of conveyance).

After you receive a letter of registration back from their office, take the letter to the Santa Cruz Irrigation District Office and register it with them. You must also inform the Acequia Commission, either Secretary or Treasurer commissioner, about your registration to have account information updated with the new owner data.

Article 6, Section 8 of the Acequia de Santa Cruz bylaws addresses Change of Ownership. Any changes in property ownership of parcels with water rights should be reported promptly to the Secretary. Communication by email is acceptable by addressing the email to:
acequiadesantacruz@gmail.com

Note: *This is the same process for property being conveyed through inheritance or some estate transfer to beneficiaries.*

Property involved in sale of water rights for change of Point of Diversion

When water rights that are registered to a property are being considered for purchase to change the point of diversion, the process of registering the new change of ownership is as follows:

The current owner of the water rights will complete an application to transfer the water rights using the form adopted by the bylaws of the Commission, refer to Appendix A of the bylaws, which shall be delivered by certified mail to each Commissioner.

If the hearing results in an approval by the Commission, the next step will be to complete a WR-06 form and submit it and the Approval Letter from the Commission along with the appropriate fee to the Office of the State Engineer. The form can be downloaded from the New Mexico Office of the State Engineer website. The office will only accept checks. No cash or credit cards are accepted to pay the processing fee. Additionally, include copies of your documents proving your ownership (deed or other document of conveyance).

Note: *A person or entity desiring a water right transfer is required to seek approval from the Acequia Commission prior to seeking approval from the Office of the State Engineer.*

File No.:



NEW MEXICO OFFICE OF THE STATE ENGINEER
CHANGE OF OWNERSHIP OF WATER RIGHT (NON-72-12-1-"Non-Domestic")



Important: Acceptance of the form for filing by the State Engineer does not constitute verification of the right conveyed.

Check one: Individual Category (Individual, Trustee, Estate) Entity Category (Corporation, Partnership, Limited Liability Co., Governmental Entity, Tribes, Pueblos, Nation)

1. OWNER OF RECORD (Seller): (Check here if seller is not the "owner of record")

Form for Owner of Record (Seller) with fields for Name, Phone (Home/Cell/Work), a. Owner of Record File No., b. Sub-file No., and c. Cause No.

2. NEW OWNER (Buyer) Note: If more owners need to be listed, attach a separate sheet. Attached? Yes

Form for New Owner (Buyer) with fields for Name, Contact or Agent, Mailing Address, City, State, Zip Code, Phone (Home/Cell/Work), and E-mail (optional).

Required: Submit warranty deed(s) or other instrument(s) of conveyance properly recorded with the county clerk's office.

3. PURPOSE OF USE & AMOUNT CONVEYED

Form for Purpose of Use & Amount Conveyed with checkboxes for Domestic, Industrial, Livestock, Commercial, Irrigation, Other Uses, and Municipal; fields for Amount of Water, Diversion, Consumptive Use, and Other; and a checkbox for Owner of record has conveyed all or part of said right.

FOR OSE INTERNAL USE

Change of Ownership, Form WR-02, Rev 01/27/25

Internal tracking form with fields for File No., Trn. No., Well Tag ID No., Trans Desc. (optional), Sub-Basin, and Receipt No.

4. LIST ALL KNOWN POINT(S) OF DIVERSION (POD) FOR THE WATER RIGHT CONVEYED (FORM WR-08 TO LIST ADD'L PODS)

OSE POD No.:	Well Tag ID No.:	Subdivision and/or Lat/Long or Easting/Northing	Section	Township	Range

Check all that apply: Well Pump Ditch Name _____ River Course _____

Roswell Artesian Basin transfers, check all that apply: Artesian Shallow Present Producing Aquifer - PPA Surface

5. PLACE(S) OF USE (list each individually)

a. _____ Acres of Irrigated Land Described as Follows (applicable to irrigation use only):

b. Legally Described By: <input type="checkbox"/> Public Land Survey System (PLSS) <input type="checkbox"/> Hydrographic Survey Report or Map <input type="checkbox"/> Irrigation or Conservation District Map <input type="checkbox"/> Subdivision	c. PLSS Section <u>and/or</u> Map No. <u>and/or</u> Lot No.	d. PLSS Township <u>and/or</u> Tract No. (Please list each tract individually) <u>and/or</u> Block No.	e. PLSS Range	f. Acres	g. Priority
PLSS Quarters or Halves, <u>and/or</u> Name of Hydrographic Survey or District, <u>and/or</u> Name and County of Subdivision					

h. Other description relating place of use to common landmarks, streets, or other:

i. Place of use is located in the following counties:

j. Place of use is on land owned by:

k. Are there other sources of water for these lands? No Yes If yes, describe by OSE file number:

Note: If on Federal or State Land, please provide copy of lease

6. ADDITIONAL STATEMENTS OR EXPLANATIONS

FOR OSE INTERNAL USE

Change of Ownership, Form WR-02, Rev 01/27/25

File No.:	Trn. No.:	Well Tag ID No. (if applicable):
Trans Desc. (optional):	Sub-Basin:	Receipt No.:

ACKNOWLEDGEMENT FOR INDIVIDUAL

I, We (name of owner(s)), _____
Print Name(s)

affirm that the foregoing statements are true to the best of (my, our) knowledge and belief.

Signature
State of _____)
County of _____)
ss.

Signature

This instrument was acknowledged before me this _____ day of _____ A.D., 20 _____, by (name of owner(s)):

Notary Public:
My commission expires: _____

ACKNOWLEDGEMENT FOR ENTITY

I, We (name of owner(s)), _____
Print Name(s)

affirm that the foregoing statements are true to the best of (my, our) knowledge and belief.

Officer Signature
State of _____)
County of _____)
ss.

Officer Signature

This instrument was acknowledged before me this _____ day of _____ A.D., 20 _____, by the following on behalf of said entity.

Name of Officer: _____
Title of Officer: _____
Name of Entity Acknowledging: _____
State of Entity: _____

Notary Public:
My commission expires: _____

FOR OSE INTERNAL USE

Change of Ownership, Form WR-02, Rev 01/27/25

File No.:	Trn. No.:	Well Tag ID No. (if applicable):
Trans Desc. (optional):	Sub-Basin:	Receipt No.:

CHANGE OF OWNERSHIP INSTRUCTIONS

- a. The "Owner of Record" of a water right is the current owner recorded in the State Engineer Office.
- b. Inspect well for OSE Well Tag ID No.
- c. This form shall be completed by the new owner and shall be accompanied by a warranty deed or other instrument of conveyance that has been properly recorded with the county clerk's office.
- d. A separate Change of Ownership of Water Right form shall be filed for each water right recorded in the State Engineer Office by Permit, License, Declaration or Court Adjudication.
- e. This form shall be filed in triplicate (3) and must be accompanied by the proper filing fee. Each form must have an original signature from each new owner and each must be properly notarized. A notary public is available in each water right district office at no cost.
- f. An original will be forwarded to the new owner with instructions to file it with the county clerk in the county in which the water right is located. Acceptance of the form for filing by the State Engineer does not constitute verification of the right conveyed.

LINE BY LINE INSTRUCTIONS

1. Enter the name of the current owner on record with the OSE (required).
 - a. Enter the file number currently on record with the OSE.
 - b. Enter the sub file number if one has been assigned as part of completed or on-going water rights adjudication.
 - c. Enter the Cause Number of the water rights adjudication, if applicable.
 - d. Enter the Well Tag ID#, if applicable.
2. Enter name and address of the new owner (required). If the person to be contacted concerning this right is other than the new owner enter contact person's name. The phone number of new owner or contact person is optional.
3. Enter the current OSE file information
 - a. Check the applicable box(es) for the purpose of use of the water. If other, specify the use.
 - b. Enter the allowable diversion amount (for irrigation the "Diversion Amount" is the diversion at the farm (turnout) head gate).
4. Specify all points of diversion that, to your knowledge, serve this right. Add coordinates and/or legal description of each well. If an entry is not applicable, enter NA. Enter the OSE POD Number and legal description of each well. For a surface water right, include the Ditch Name and River System from which the ditch divert water. Roswell Artesian Basin must enter source information from adjudication documents.
5. The place of use must be specified by a legal description taken from a hydrographic survey report or map, irrigation or conservation district map, a sub-division on record with a County in The State of New Mexico or by the Public Land Survey System. If possible, a copy of the survey plat shall accompany this document.
 - a. Enter the total number of irrigated acres, if applicable.
 - b – f. Provide the legal description of the property as stated above.
 - g. Enter the priority date for each place of use
 - h. Provide a common description of the property such as landmarks or street crossing that help locate the property
 - i. State the owner of the land if other than the new owner of the water right (such as, Fish and Wildlife Service)
 - j. If there are other sources of water for these lands, list the OSE file number(s).
6. Provide any additional statements that might help to clarify this water right conveyance.

Application for permit, well records and requests for information in the following basins should be addressed to the Office of the State Engineer at:

Bluewater, Estancia, Gallup, Middle Rio Grande, Northern Tularosa, and Sandia Basins
District No. 1. 5550 San Antonio Dr. NE, Albuquerque, NM 87109 Phone # 505-383-4000

Capitan, Carlsbad, Casey Lingo, Curry County, Fort Sumner, Hagerman Canal, Hondo, Jal, Lea County, Peñasco, Roswell-Artesian, and Portales Basins
District No. 2. 1900 West Second St., Roswell, NM 88201 Phone # 575-622-6521

Animas, Cloverdale, Gila-San Francisco, Hachita, Lordsburg Valley, Mimbres, Mount Riley, Nutt-Hockett, Playas, San Simon, Virden Valley, and Yaqui Basins
District No. 3. 321 West Spruce Street, Deming, NM 88030 Phone # 575-546-2851

Lower Rio Grande, Southern Tularosa, Hueco, Las Animas Creek, Salt, and Hot Springs Basins
District No. 4. 1680 Hickory Loop, Suite J, Las Cruces, NM 88005. Phone # 575-524-6161

San Juan Basin
District No. 5. 100 Gossett Drive, Suite A, Aztec, NM 87410 Phone # 505-383-4571

Northern Rio Grande and Upper Pecos Basins
District No. 6. Bataan Memorial Bldg. Suite 102, Santa Fe, NM 87504-5102 Phone # 505-827-6120

Canadian River, Clayton, and Tucumcari Basins
District No. 7. P.O. Box 481, 301 East 9th Street, Cimarron, NM 87714 Phone # 575-376-2918

APPENDIX A: WATER TRANSFERS

Section 1: General

The members of Acequia de Santa Cruz declare that a transfer of a water right served by the Acequia, or a transfer of a water right so that it is moved into and then served by the Acequia, may be detrimental to the Acequia and/or its members. Therefore, any such proposed transfer by any person or entity must be formally considered by the Commission using the procedure set forth below, and must be approved prior to application for the transfer to the Office of the State Engineer. As used in this document, “transfer” means any type of change or modification whatsoever to the point of diversion, and/or place of use, and/or purpose of use of a water right, including but not limited to any type of temporary transfer, partial transfer, transfer to a supplemental supply of water, emergency transfer, or water-use lease.

Section 2: Process

Application Submittal. An application to transfer a water right served by the Acequia or transfer of a water right into the area served by the Acequia shall be made by the owner of the water right using the application form adopted with this bylaw, which shall be delivered by certified mail to each Commissioner. The 120-day timeline in Section 72-5-24.1(D), NMSA 1978 (2003) shall not begin to run until the applicant submits a complete application form with all required information. Submittal of an application that the Acequia deems incomplete shall not cause the timeline to begin to run.

Meeting. Within 90 days of receipt of the complete written request, the Commissioners shall hold a meeting to allow the applicant and members who support or oppose the request to be heard and/or submit information.

Meeting Notice. Notice of the meeting shall be given in the same manner required for the Acequia’s annual meeting. In addition, notice shall be given 1) by mail to the applicant at the address on the request form, and 2) by posting a notice of the request and meeting date, at least 10 days before the meeting, at a prominent public place near the site of the proposed change.

Meeting Agenda. The meeting agenda shall include at least the following information: date, time, location, and an item entitled “Consideration by Commission of Application by [name of applicant] to Transfer Water Rights”.

Meeting Procedure. The management of the meeting, such as date, location, length, and other related matters shall be decided by the Commission. Only the entities mentioned in this section shall be allowed to speak at the meeting. The rules of civil procedure and the rules of evidence shall not apply to the meeting.

The Commission may be represented by an attorney or other representative, and may be assisted in the conduct of the meeting by other such persons as it may designate. During the presentations, the Commission shall accept and consider any documents or other exhibits, written or oral statements, or arguments offered by the applicant or any non-commissioner Acequia member, or by any individual who is presented by the applicant or any non-commissioner Acequia member. The Commissioners may ask any questions they believe may help in their decision. The Commissioners may defer any questions posed to them until after all comments have been received and deliberations have taken place.

The applicant or any non-commissioner Acequia member may be represented by an attorney or other representative. The applicant or any non-commissioner Acequia member may respond, personally or through a representative, to exhibits, statements, arguments, or questions offered at the meeting, directing such response to the Commission.

Following the presentations, the Commission shall deliberate, prepare a written decision, and vote. The Commission may choose to recess the meeting prior to doing or completing any of these activities. If it chooses to recess, the Chair shall announce the date, time, and location of the reconvened meeting prior to recessing. The last of any reconvened meetings shall be within 120 days of receipt of the complete written application. The Commission shall also immediately post notice of the date, time, and location on or near the door of the original meeting location and at least one other public notice location. Only matters appearing on the original agenda may be discussed at the reconvened meeting.

The transfer application may be denied, in whole or in part, if the Commission finds that the transfer would be detrimental to the Acequia and/or its members. The application may also be conditionally approved, with conditions which address potential detriments to the Acequia or its members. The Commission shall base its decision on the record; provided that the Commission may take notice of facts and circumstances generally known with respect to the Acequia and its operation. A decision requires a majority vote of the Commissioners and shall be made within 120 days upon receipt of the complete, written application. The Commission's decision shall be in writing, explaining the reasons for its decision. The vote on the written decision shall be made at an open meeting. This shall constitute a decision of the Acequia in compliance with the 120-day deadline set forth in Section 72-5-24.1 (D), NMSA 1978.

Section 3: Appeal to District Court

If the applicant or a member of the Acequia is aggrieved by the Commission's decision, he or she may appeal to the State District Court under the provisions of Section 73-2-21(E) or Section 73-3-4.1, NMSA 1978, whichever is applicable. The appeal must be filed within 30 days of the Commissioners' written decision.

Section 4: Prior Application to State Engineer Prohibited; Commissioner Protest

A person or entity desiring a water right transfer is required to seek approval from the Acequia Commission prior to seeking approval from the Office of the State Engineer. If a person or entity fails to do so and files an application for the change with the State Engineer, an Acequia Commissioner shall timely file a protest to the application with the State Engineer on behalf of the Acequia, objecting to the failure of the applicant to first bring the request, or the question of the bylaws applicability, before the Acequia. Any Commissioner is authorized to file the protest. Any uncertainty whether a particular change is a "transfer" reviewable by the Commission under these bylaws shall be decided by the Commission in an open meeting prior to any application for the change to the Office of the State Engineer, and the Commission's decision shall be communicated to the Office of the State Engineer. Absent such a meeting and decision, no Commissioner shall sign any affidavit, nor make any statement, written or otherwise, stating that the Acequia does not have an applicable bylaw.

Section 5: Arbitration

Instead of an appeal to court, the applicant or a member of the Acequia aggrieved by the Commission's decision may request that the Commission's decision be submitted to binding arbitration. The request must be in writing, sent to each Commissioner by certified mail within 30 days of the Commission's decision. The Commission must agree to the request in order for the arbitration to proceed. The Commission shall send notice to the person requesting arbitration of whether it agrees to the request within 15 days of receipt of the request.

If the Commission agrees upon arbitration, the arbitrator shall be a person experienced in acequia organization, governance and procedure and shall be mutually agreed upon by the Commission and the aggrieved party. If agreement on the arbitrator cannot be reached within 30 days of the date of the Commission's agreement to the request, the arbitration shall not proceed.

The issue presented to the arbitrator shall be solely whether the Commissioners' decision was fraudulent, arbitrary, capricious, or otherwise not in accordance with law. The arbitration shall be conducted in a manner directed by the arbitrator, and shall include a) the right of any party to be represented by an attorney, b) the right to present testimony and/or other evidence, c) the right to cross-examine witnesses and d) the opportunity to present written briefs or summaries at the end of the hearing. No formal record need be made and the formal rules of civil procedure and evidence shall not apply. Fees shall be paid equally by the Commission and the aggrieved party. The arbitrator shall provide a written explanation of the reasons for the decision. The result of the arbitration shall be final and binding.

WATER RIGHT TRANSFER APPLICATION FORM

A copy of this form must be delivered by certified mail to each of the three commissioners of the acequia.

Name of Applicant: _____

Address: _____

Phone No.: _____

Current point of diversion of water right: _____

Current place of use of water right: (If a Hydrographic Survey is available, provide map name, map number, and tract number. Otherwise, provide a legal description of the tract of land. Attach map.)

Number of acres to transfer: (Please specify or designate on attached map where rights would transfer from if part of a larger tract.)

Number of acre-feet per year to transfer: _____

Current purpose of use of water right: _____

Proposed new point of diversion of water right: _____

Proposed new place of use of water right: _____

Proposed new purpose of use of water right: _____

Please attach documentation demonstrating you are the true owner of the water right.

If the proposed new place of use is on land already served by the Acequia, explain how the proposed transfer would not exceed the maximum amount of water rights allowed on that land.

Signature of Applicant

Date

FOR ACEQUIA USE ONLY

Received by _____ Date _____

Instructions for Form WR-06 Application to Change a Water Right

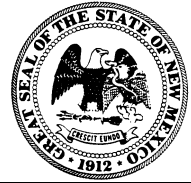
1. Find the appropriate filing fee on our website: <https://www.ose.nm.gov/WR/forms.php>
2. This application must be made in the name of the owner of record on file with the State Engineer. A change of ownership form with properly recorded instrument of conveyance may be required if the name differs.
3. If you wish to regionalize as an Authority pursuant to NMSA 1978, §§ 62-20-1 through 62-20-7, check the box at the top. If you are not joining pipes or changing any other element of a water right you must complete this form and follow steps 4 & 5, if you are either conjoining pipes or sharing wells, follow steps 4, 5, and 6, all other applications skip to step 7.
4. All powers, privileges and duties vested in or imposed upon an authority shall be exercised and performed by the board; provided that the board may delegate its powers by resolution to an officer or agent of the board pursuant to NMSA 1978 § 62-20-6.
5. All entities regionalizing must submit the Secretary of State's Articles of Incorporation into the Regional system, the original place of use must be on file and approved by the State Engineer. When regionalizing, the Authority must file a final plat of the regional system with both the county or counties where the service area is located and with the State Engineer as required by NMSA 1978 § 62-20-3. Provide proof that any compliance issues identified during incorporation compliance review have been resolved or a plan to resolve those outstanding issues are in place.
6. If entities that are regionalizing are conjoining pipes, sharing wells, drilling new wells, or combining the diversion amounts to increase capacity in another area by this application. If a pumping schedule is not provided, the total quantity will be modeled from each point of diversion (**POD**).
7. If you are filing an application to drill a Public Water Supply (**PWS**) Wells you must provide engineering plans for new wells and infrastructure. Provide filing map for change in **PWS** service area. Provide study for nearest sources of possible contamination. Provide easements for any change in infrastructure.
8. In the header section, check all appropriate boxes to indicate the type of application, source of water and any temporary changes, leases, or accounting periods as appropriate. Attach a valid Lease Agreement (both parties have signed; subject rights are defined). If drilling a replacement well, you will be expected to plug the old well. If changing the place of use, you must include an application map showing the move-from and move-to locations. If your request is an emergency replacement of a **POD**, you must include a letter with the specific details of your situation pursuant to either NMSA 1978, §§ 72-12-22, 72-12-23 or 72-5-25.
9. Section 1: complete applicant information. If more than two co-applicants, boards, or commissions, you may attach a sheet with additional information.
10. Section 2: enter the main file number(s), priority date of the water right(s) and list any subfile/ cause numbers (found on adjudication documents), if applicable.
11. Section 3: check all current uses approved by the State Engineer and the amount of water this application seeks to transfer in diversion amount, consumptive use or Consumptive Irrigation Requirement (**CIR**), or other (such as volume) described in acre-feet per year.
12. Section 4: enter the county or counties where the water is currently be used and also where the water will be moved if applicable. Place of use (**POU**) is linked to where the publication will be required to be noticed.
13. Section 5: this allows the applicant to explain or make additional statements regarding the current water right that were captured in the first four sections.

14. Section 6: if changing/combining **POD(s)** check whether the move-from **POD** is a from surface water or groundwater (well) and describe appropriately to match what is on record or if a new **POD**, describe fully including name of the landowner (with appropriate land access forms) where the new **POD** will be placed. Also, you must complete the last field which is a “common” description (such as “approximately 8 miles south of the intersection of Hwy 462 and Frost Rd”). If in the Roswell Artesian basin you must indicate the source of your adjudicated water right being either surface, or if groundwater indicate whether it is artesian or “shallow” as indicated on the court order.
15. Section 7: if changing the **POU**, describe fully the move-from **POU** described in Section, Township and Range where appropriate. If irrigation has been adjudicated, also include the Map and tract number of Hydrographic Survey map, or use Irrigation or Conservation District map information. If located in land grant areas, either describe in accepted projected PLSS or use coordinates of bounding polygons. Again, you must list the landowner of other than the applicant (with appropriate land access forms). If landowner differs from water right owner for a temporary transfer, written consent to sever the water right is required.
16. Read red text at the bottom of the page for applicable requirements in your situation.
17. Section 8: Check all of the purpose of uses and amount of water this application seeks to change or transfer in diversion amount, consumptive use or Consumptive Irrigation Requirement (**CIR**), or other (such as volume) described in acre-feet per year.
18. Section 9: complete this section only if you are adding, replacing a **POD** or combining water rights. If the owner of the move to pod differs from the co-applicants of the application, a letter allowing permission to use the well must be provided with the application.
19. Section 10: complete this section only if you are adding or changing the **POU**.
20. Section 11: complete if moving or changing a water right that originates on an acequia or community ditch pursuant to NMSA 1978, §72-5-24.1.
21. Section 12: gives the applicant another opportunity to explain their project, request, or any information they wish to include in the publication.
22. Applicant(s) signature is required on the last page of the application.
23. In addition to the all the requirements above, if you are seeking to transfer a water right that has not yet been reviewed by the state engineer, you may consider submitting any other proof of continuous beneficial use at the time of filing your application. This could include items such as: receipts reflecting the sale of produce or hay grown with or produced using water, # of cattle carried, county assessments, irrigation district records, acequia records, imagery or photographs, or meter readings to name a few.

File No. _____



NEW MEXICO OFFICE OF THE STATE ENGINEER



APPLICATION FOR PERMIT TO CHANGE AN EXISTING WATER RIGHT

(Non 72-12-1) For fees, see State Engineer website: <http://www.ose.state.nm.us/>

(check applicable boxes):

Check here if regionalizing pursuant to NMSA 1978, §§ 62-20-1 through 62-20-7 (Attach Articles of Incorporation and plats)		
<input type="checkbox"/> Change Purpose of Use <input type="checkbox"/> Ground water <input type="checkbox"/> Surface Water	<input type="checkbox"/> Change Point of Diversion (POD): From: <input type="checkbox"/> Groundwater <input type="checkbox"/> Surface Water To: <input type="checkbox"/> Groundwater <input type="checkbox"/> Surface Water	<input type="checkbox"/> Additional Groundwater Point of Diversion (POD) <input type="checkbox"/> Additional Surface Water Point of Diversion (POD)
<input type="checkbox"/> Change Place of Use <input type="checkbox"/> Groundwater <input type="checkbox"/> Surface Water		
<input type="checkbox"/> Temporary Change, NMSA 1978, § 72-12-7(B) Requested Start Date: (Not to Exceed 3 ac-ft in One Year)		Requested End Date:
<input type="checkbox"/> Water Use Lease, NMSA 1978, §§ 72-6-1 to-7 Requested Start Date:		Requested End Date:
<input type="checkbox"/> Temporary Change (other) Requested Start Date:		Requested End Date:
<input type="checkbox"/> Accounting Period Start Date:		

1. APPLICANT(S) (Required) Note: water-right owner must be listed as an applicant.

Name:	Name:
Contact or Agent: <input type="checkbox"/> check here if Agent	Contact or Agent: <input type="checkbox"/> check here if Agent
Mailing Address:	Mailing Address:
City:	City:
State: Zip Code:	State: Zip Code:
Phone: <input type="checkbox"/> Home <input type="checkbox"/> Cell Phone (Work):	Phone: <input type="checkbox"/> Home <input type="checkbox"/> Cell Phone (Work):
E-mail (optional):	E-mail (optional):

2. CURRENT OSE FILE INFORMATION (Required)

OSE File No(s):	Priority Date (if known):	Subfile/Cause No. (if applicable):
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3. CURRENT PURPOSE OF USE AND AMOUNT OF WATER (Required)

<input type="checkbox"/> Domestic <input type="checkbox"/> Livestock <input type="checkbox"/> Irrigation <input type="checkbox"/> Municipal <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Other Use (specify): _____ Describe a specific use If applicable (i.e. sand & gravel washing, dairy etc): _____	Amount of Water (acre-feet per annum): If more details are needed, type "See Comments" in "Other" field below, and explain in Additional Statements Section. Diversion: _____ Consumptive Use: _____ Other (include units): _____
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FOR OSE INTERNAL USE

Application for Permit, Form wr-06, Rev 01/27/25

File No.:	Trn. No.:	Receipt No.:
Trans Description (optional):		Sub-Basin:
Well Tag ID No. (if applicable):	PCW/LOG Due Date:	PBU Due Date:

4. COUNTY WHERE WATER RIGHT IS CURRENTLY USED (Required)

COUNTY WHERE WATER RIGHT WILL BE MOVED (IF APPLICABLE)

5. ADDITIONAL STATEMENTS CONCERNING THE CURRENT WATER RIGHT

6. CURRENT or MOVE-FROM POINT(S) OF DIVERSION (POD) (Required)

"Present producing Aquifer":
"PPA"

Surface POD OR Ground Water POD (Well) **Roswell Artesian Basin (check all that apply): Artesian Shallow

Name of ditch, acequia, or spring:

Stream or water course: Tributary of:

If application proposes a new point of diversion involving a diversion dam, storage dam, main canal, and/or pipeline, complete Attachment 2. Check here if Attachment 2 is included in this application packet.

**POD Location Required: Coordinate location must be reported in NM State Plane (NAD 83), UTM (NAD 83), or Latitude/Longitude (Lat/Long - WGS84).
District II (Roswell) & District VII (Cimarron) customers, provide a PLSS location in addition to above.**

NM State Plane (NAD83) (Feet) UTM (NAD83) (Meters) Lat/Long (WGS84) (to the nearest 1/10th of second)

NM West Zone Zone 12N

NM East Zone Zone 13N

NM Central Zone

POD Number (if known):	X or Easting or Longitude:	Y or Northing or Latitude:	Provide if known: -Public Land Survey System (PLSS) (Quarters or Halves , Section, Township, Range) OR - Hydrographic Survey Map & Tract; OR - Lot, Block & Subdivision; OR - Land Grant Name

NOTE: If more PODS need to be described, complete form WR-08 (Attachment 1 – POD Descriptions)
Additional point of diversion descriptions are attached: Yes No If yes, how many _____

Point of Diversion is on Land Owned by:

Other description relating point of diversion to common landmarks, streets, or other:

FOR OSE INTERNAL USE

Application for Permit, Form wr-06, Rev 01/27/25

File Number:	Trn Number:
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8. MOVE-TO PURPOSE OF USE AND AMOUNT OF WATER

<p>Check all that apply:</p> <input type="checkbox"/> Domestic <input type="checkbox"/> Livestock <input type="checkbox"/> Irrigation <input type="checkbox"/> Municipal <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Other Use (specify): _____	<p>Amount of Water (acre-feet per annum): <i>If more details are needed, type "See Comments" in "Other" field below, and explain in Additional Statements Section.</i></p> <p style="text-align: right;">Diversion: _____</p> <p style="text-align: right;">Consumptive Use: _____</p> <p style="text-align: right;">Other (include units): _____</p>
<p>Describe a specific use If applicable (i.e. sand & gravel washing, dairy etc): _____</p>	

9. MOVE-TO POINT(S) OF DIVERSION (POD) (Complete this section ONLY if adding or replacing a POD)

Note: if there is known artesian conditions, contamination or high mineral content at the drilling location check box and attach form WD-09 to this form.

Surface POD OR **Ground Water POD (Well)** ****Roswell Artesian Basin** (check all that apply): Artesian Shallow "PPA"

Name of ditch, acequia, or spring: _____

Stream or water course: _____ Tributary of: _____

If application proposes a new point of diversion involving a diversion dam, storage dam, main canal, and/or pipeline, complete Attachment 2. Check here if Attachment 2 is included in this application packet.

POD Location Required: Coordinate location must be reported in NM State Plane (NAD 83), UTM (NAD 83), or Latitude/Longitude (Lat/Long - WGS84).
District II (Roswell) & District VII (Cimarron) customers, provide a PLSS location in addition to above.

<input type="checkbox"/> NM State Plane (NAD83) (Feet)	<input type="checkbox"/> UTM (NAD83) (Meters)	<input type="checkbox"/> Lat/Long (WGS84) (to the nearest 1/10 th of second)
<input type="checkbox"/> NM West Zone	<input type="checkbox"/> Zone 12N	
<input type="checkbox"/> NM East Zone	<input type="checkbox"/> Zone 13N	
<input type="checkbox"/> NM Central Zone		

POD Number (if known):	X or Easting or Longitude:	Y or Northing or Latitude:	Provide if known: -Public Land Survey System (PLSS) (Quarters or Halves , Section, Township, Range) OR - Hydrographic Survey Map & Tract; OR - Lot, Block & Subdivision; OR - Land Grant Name

NOTE: If more PODS need to be described, complete form WR-08 (Attachment 1 – POD Descriptions)
 Additional POD descriptions are attached: Yes No If yes, how many _____

Other description relating point(s) of diversion to common landmarks, streets, or other: _____

Point of Diversion is on Land Owned by: _____

Note: The following information is for wells only. If more than one (1) well needs to be described, provide attachment.

Approximate depth of well (feet): _____ Outside diameter of well casing (inches): _____

Driller Name: _____ Driller License Number: _____

If replacing the current well, is the current well to be plugged? Yes No Not Applicable
 If No, state for what use it is retained: _____

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11. ACEQUIA OR COMMUNITY DITCH REQUIREMENTS

A. The water right is not within a Community Ditch or Acequia

B. The water right is within a Community Ditch or Acequia. **If you checked box B you must:**

- 1) Attach documentary evidence provided by commissioners of the Community Ditch or Acequia confirming applicant's compliance with any applicable requirement for the change adopted by the Community Ditch or Acequia **or**
- 2) Attach an affidavit from the commissioners of the Community Ditch or Acequia stating that no such requirement has been adopted by the relevant association bylaws.

This documentation is required pursuant to NMSA 1978 § 72-5-24.1.

12. ADDITIONAL STATEMENTS OR EXPLANATIONS

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File Number:

Trn Number:

