

Department of Water, Energy, & Environment Well Registrations

This guidance document is split into two parts. The first section describes how to search for registered well information and download copies of scanned documents associated with wells that are already registered. The second part of the document beginning at the top of page 3 describes how to register a domestic (house) well that was drilled before January 1, 2002.

Part 1

Steps to Produce Domestic Water Well Registration Documents in Nebraska

For the remainder of this document any reference to 'Department' signifies the Department of Water, Energy, & Environment. Our Department is responsible for registering groundwater wells in Nebraska.

Determine If Your Well Is Registered

The most effective way to determine if your domestic well is already registered is to use our interactive map website for registered water wells at the following URL:

<https://gis.ne.gov/portal/apps/webappviewer/index.html?id=7e332656859247c9874b02c7aa1f58e8>

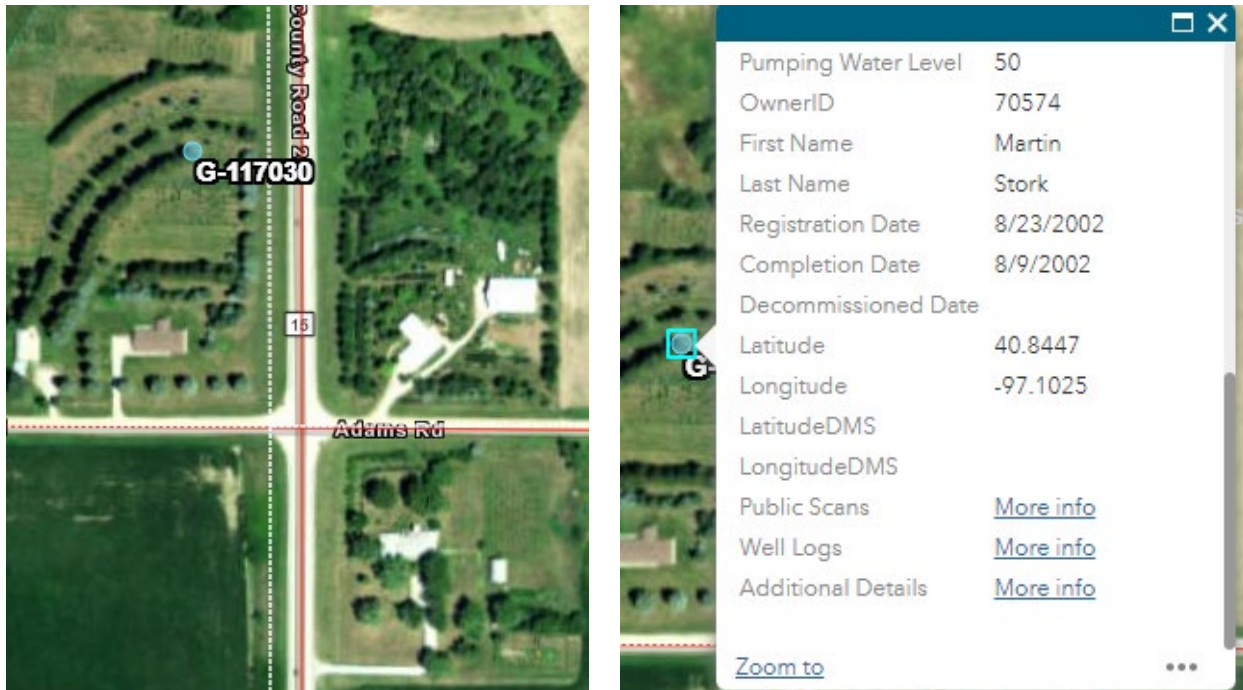
In the upper left area of the web map page there is a search box where you should enter the street mailing address for the location of your domestic well:



If you see a good address match in the list that shows below the search box you need to click on that link and the mapping software will zoom in on the location you selected. You can navigate in other ways to find your property too. Once you find your property, the location of registered wells will display as different colored dots. Light blue indicates a domestic well. It will have a well registration number next to the dot that begins with either the letter 'G' or 'A' (less common). If you don't see a colored dot at the location of your well, it is probably not registered. Domestic wells drilled prior to September 9, 1993 are not required by state law to be registered.

In the example below there are three homesteads, but only one of them has a registered domestic well. The blue dot with label next to it 'G-xxxxxx' indicates the registration number. If your well does not show up as a blue dot with a 'G' number, then skip to the section below regarding how to register your well. Do not close the browser tab with the map information on your home. You will need that to follow the well registration instructions.

If your well is registered, then click on the blue dot to display a popup box with information about the well. To retrieve the well registration document that you need for your records, scroll down within the popup box to where you see the link titled 'More info' next to the label 'Public Scans'. Click on the 'More info' link in the popup box (the one next to 'Public Scans') to retrieve a copy of the well registration.



Next click on the 'View Pdf' link next to the 'Water Well Registration' first code.

View Pdf	Effective Date	First Code
View Pdf	08/23/2002	Water Well Registration
View Pdf	08/23/2002	Correspondence

The appearance of the registration document has changed over the years, so yours may not look like the example below. Click on the download link on your browser to save a copy to your computer or mobile device. This document is what you will need to prove your well is registered. Don't worry if the original owners' name is on the registration document. If our database does not show you as the current owner, then you should fill out a change of ownership form:

<https://dnr.nebraska.gov/sites/default/files/doc/ground-water/contractors/CHG-OWN2008.pdf>

Part 2

Guidance on Registering Domestic Water Wells Completed Prior to 2002

Overview

A fillable PDF form and online tools are available to assist with everything a person needs to do to provide the minimum information required to register their own old domestic well. Once the water well registration form is completed using the resources described below, it should be mailed to the address on the form along with the **\$70 registration fee** made out to the Department of Water, Energy, & Environment. Don't forget to sign the form and put the fee check in the envelope! The Department offers the following guidance to minimize the chances that a well-owner-submitted registration for a domestic well drilled prior to 2002 will be rejected for insufficient information.

If known, the water well contractor who originally drilled the well should be contacted to see if they have detailed records that could be used to fill out a well registration form more completely. Domestic water wells completed before September 9, 1993, are not legally required to be registered with the state of Nebraska. Domestic wells completed before 2002 may be registered by the owner of the well. Water wells completed after 2001 should be registered by the licensed water well contractor who drilled the well.

Here is the link to the registration form: <https://dnr.nebraska.gov/sites/default/files/doc/ground-water/contractors/145WellRegistration.pdf>

At the very bottom of the last page of the registration form it lists the few sections that need to be filled out for owners to register domestic wells drilled prior to 2002. Here is what is contained in that line:

Owner Registering well drilled prior to 2002: Minimum Required Sections - 1, 3(a,b,e,f), 5, 6, 7, 8(a,g,i), 9d

Filling-Out the Registration Form

Section 1 - Fill out the owner's information. The Department will need to match the owner listed in this section with the property information we see on the County Assessors website for your county.

Section 2 – Contractors section may be skipped for owner-registered domestic wells.

Section 3 - The following is a description of how to obtain the location information you will need to fill in the well registration form in Section 3 a, b and e. If you are not already there, go to the mapping site in the link below:

<https://gis.ne.gov/portal/apps/webappviewer/index.html?id=7e332656859247c9874b02c7aa1f58e8> In the upper left area of the web map page there is a search box where you may enter street addresses:



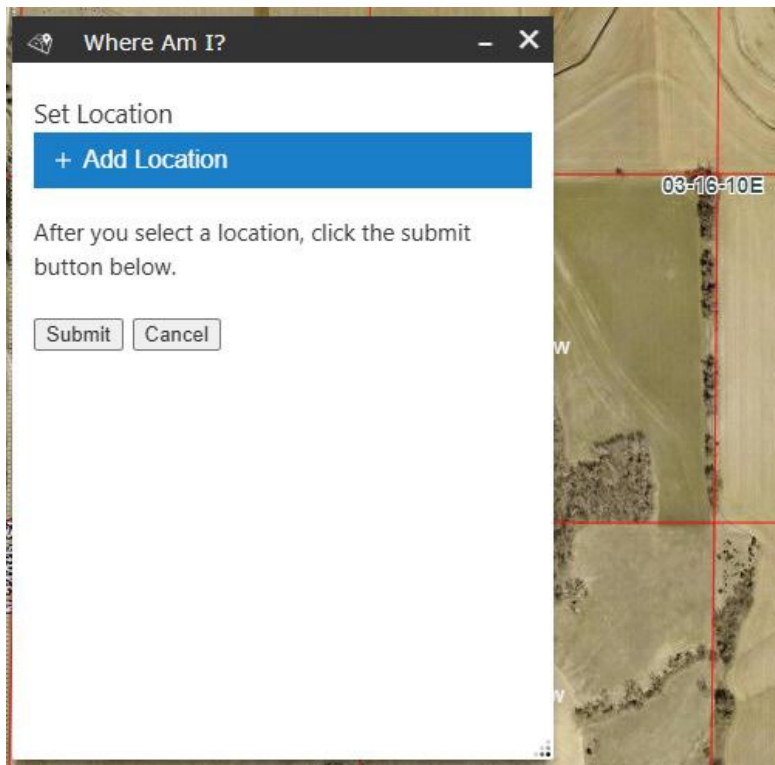
If you see a good address match in the list that shows below the search box you need to click on that link and the mapping software will zoom in on the location you selected. You can navigate in other ways to find your property too.

Once you find your property, the location of registered wells will display as different colored dots. Light blue indicates a domestic well. It will have a well registration number next to the dot that begins with the letter 'G'. If you don't see a colored dot at the location of your well, it is probably not registered. A light blue colored 'X' indicates a decommissioned well that no longer exists. Domestic wells drilled prior to September 9, 1993 are not required to be registered. Therefore, many domestic wells are still not registered.

At the bottom of the interactive map screen you will see a set of tool icons that look like this:



The tool circled in red may be used to submit a point you select on the map and the information it returns will be useful in filling out the required parts of Section 3 of the registration form. To use the tool first click on it with your mouse. You will notice a popup box appears on the screen (see example below). Click on the blue "+ Add Location" box and then move the mouse cursor to the location of your well on the aerial photo and clicked on the well location. When you click on the actual location of your well a yellow halo will appear at that spot. Now go to the popup box and click the 'Submit' button. The popup box will be populated with location information you will need to fill out the required sections of part 3 of the well registration form. **The information includes the latitude and longitude of the point selected, as well as the legal description, NRD and County for that location. All these are required on the registration form.** You can add a marker symbol to the screen too. If you need to start over, just scroll to the bottom of the popup window that has the location information and click the 'Close' button.



Here is an example of the location popup box for filling out Section 3 of the registration form:

Location Information

Latitude (DMS)
41°22'59.69"

Longitude (DMS)
-96°16'53.577"

SubSection (1/16)
NW SE

Section (S-T-RD)
03-16-10E

County
Douglas

NRD
Papio-Missouri River

Water Division
Elkhorn River and Salt Creek
2-B

Add Marker Symbol

Latitude (Y)
41.3832

Longitude (X)
-96.2815

Close

Section 3a

Legal description: Sub-section xx xx Section xx,
Township xx, Range xx West/East

Latitude xx° xx' xx.xxx"

Longitude -xx° xx' xx.xxx"

xxxxxxxxxx County

Section 3b

xxxxxxxxxx NRD

Section 3e

Location of water use: just put "Same as well
location"

Section 4 – Permits section may be skipped for owner-registered domestic well.

Section 5 - For section 5 choose 'Domestic'

Section 6 - choose 'No'

Section 7 - choose 'No'

Section 8 -

Subsection 8 a - choose 'Yes'

Subsection 8 i - check the box that it will pump 50 gpm or less (Yes)

Subsection 8 g - You must a date even if it is a guess, month – day -year

Section 9 –

Subsection 9 d- As in subsection 8 g above, you must provide a date even if it is a guess. If you are not sure then put the same date on both 8 a and 9 d. Put a month, day and year in each.

Sections 10 – 12 – These sections may be skipped for owner-registered domestic well.

Section 13 - Sign in the well owner signature spot at the bottom of page 4 and date it.

Send completed form to the address on the top of the form with **a check for \$70** made out to the Department of Water, Energy, & Environment.

Here is a link to the well search page where you will be able to find your well information and download a copy of the completed well registration once it is registered:

<https://nednr.nebraska.gov/dynamic/Wells/Wells>

The easiest way to find a well on this search page is to enter a section, township, range and range direction and then look over the list of wells returned on the results page to find your newly registered domestic well.

Alternatively, you may put a note in the envelope with the well registration form and the \$70 along with your email address and request that we send you a PDF of the completed registration.