

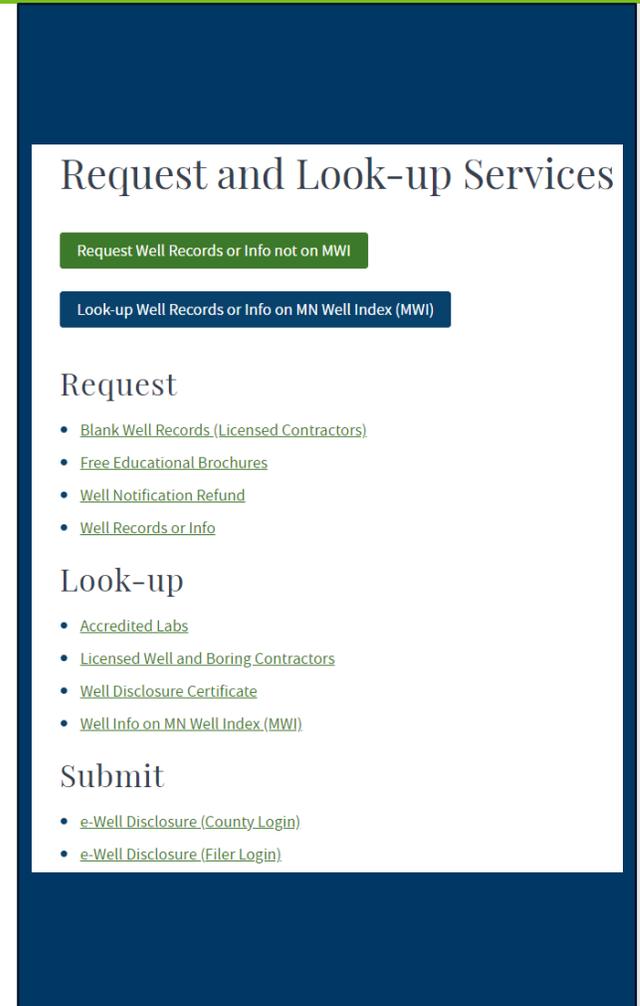


Well Management Request and Look-up Services Training

Kelly Medellin | Operations Management Analyst

Request and Look-up Services

- We'll look at some of the changes to the Well Management, Online Services webpage, now called Request and Look-up Services
- Familiarize ourselves with what's on the Request and Look-up Services webpage
- Learn how to Request Blank Records and Request Notification Refunds



The screenshot shows the 'Request and Look-up Services' webpage. At the top, there are two buttons: a green one for 'Request Well Records or Info not on MWI' and a blue one for 'Look-up Well Records or Info on MN Well Index (MWI)'. Below these are three sections: 'Request' with links for 'Blank Well Records (Licensed Contractors)', 'Free Educational Brochures', 'Well Notification Refund', and 'Well Records or Info'; 'Look-up' with links for 'Accredited Labs', 'Licensed Well and Boring Contractors', 'Well Disclosure Certificate', and 'Well Info on MN Well Index (MWI)'; and 'Submit' with links for 'e-Well Disclosure (County Login)' and 'e-Well Disclosure (Filer Login)'.

Request and Look-up Services

Request Well Records or Info not on MWI

Look-up Well Records or Info on MN Well Index (MWI)

Request

- [Blank Well Records \(Licensed Contractors\)](#)
- [Free Educational Brochures](#)
- [Well Notification Refund](#)
- [Well Records or Info](#)

Look-up

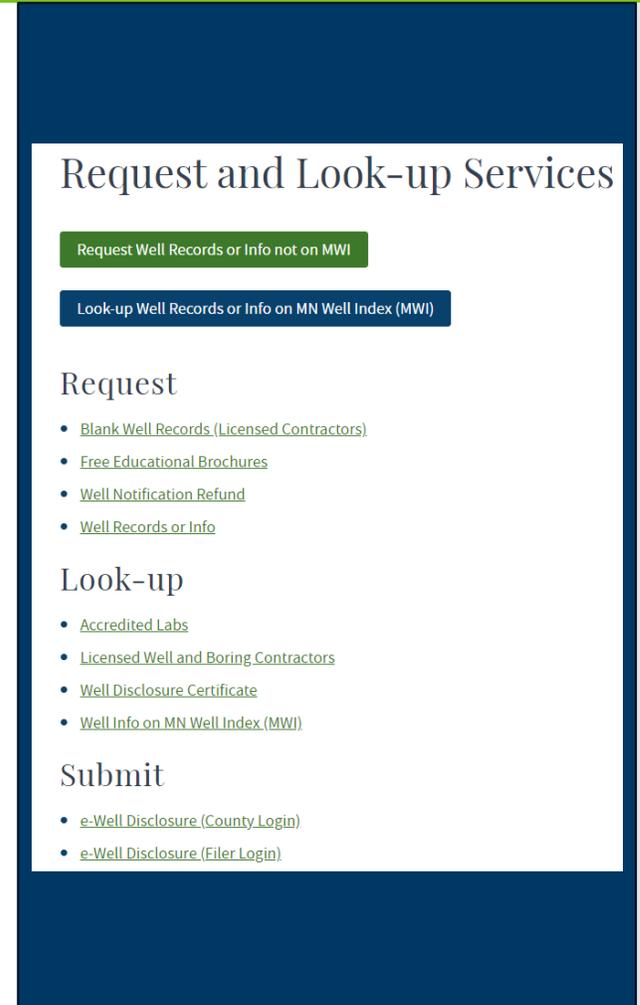
- [Accredited Labs](#)
- [Licensed Well and Boring Contractors](#)
- [Well Disclosure Certificate](#)
- [Well Info on MN Well Index \(MWI\)](#)

Submit

- [e-Well Disclosure \(County Login\)](#)
- [e-Well Disclosure \(Filer Login\)](#)

Request and Look-up Services

- URL has not changed:
<https://www.health.state.mn.us/communities/environment/water/wells/online.html>
- Webpage design has changed.
- The way you look-up or request some services has changed.



The screenshot shows a webpage titled "Request and Look-up Services" with a dark blue header and footer. The main content area is white and contains two buttons: a green one for "Request Well Records or Info not on MWI" and a dark blue one for "Look-up Well Records or Info on MN Well Index (MWI)". Below these are three sections: "Request" with links for Blank Well Records, Free Educational Brochures, Well Notification Refund, and Well Records or Info; "Look-up" with links for Accredited Labs, Licensed Well and Boring Contractors, Well Disclosure Certificate, and Well Info on MN Well Index; and "Submit" with links for e-Well Disclosure (County Login) and e-Well Disclosure (Filer Login).

Request and Look-up Services

Request Well Records or Info not on MWI

Look-up Well Records or Info on MN Well Index (MWI)

Request

- [Blank Well Records \(Licensed Contractors\)](#)
- [Free Educational Brochures](#)
- [Well Notification Refund](#)
- [Well Records or Info](#)

Look-up

- [Accredited Labs](#)
- [Licensed Well and Boring Contractors](#)
- [Well Disclosure Certificate](#)
- [Well Info on MN Well Index \(MWI\)](#)

Submit

- [e-Well Disclosure \(County Login\)](#)
- [e-Well Disclosure \(Filer Login\)](#)

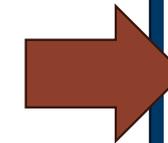


Look-up Services

Look-up Services

■ These services have not changed.

1. [Accredited Labs](#)
2. [Licensed Well and Boring Contractors](#)
3. [Well Disclosure Certificate](#)
4. [Well Info on MN Well Index \(MWI\)](#)



Request and Look-up Services

[Request Well Records or Info not on MWI](#)

[Look-up Well Records or Info on MN Well Index \(MWI\)](#)

Request

- [Blank Well Records \(Licensed Contractors\)](#)
- [Free Educational Brochures](#)
- [Well Notification Refund](#)
- [Well Records or Info](#)

Look-up

- [Accredited Labs](#)
- [Licensed Well and Boring Contractors](#)
- [Well Disclosure Certificate](#)
- [Well Info on MN Well Index \(MWI\)](#)

Submit

- [e-Well Disclosure \(County Login\)](#)
- [e-Well Disclosure \(Filer Login\)](#)



Request Services

Look-up Services

- Some of these services have changed.

1. [Blank Well Records \(Licensed Contractors\)](#)

2. [Free Educational Brochures](#)

3. [Well Notification Refund](#)

4. [Well Records or Info](#)

Request and Look-up Services

Request Well Records or Info not on MWI

Look-up Well Records or Info on MN Well Index (MWI)

Request

- [Blank Well Records \(Licensed Contractors\)](#)
- [Free Educational Brochures](#)
- [Well Notification Refund](#)
- [Well Records or Info](#)

Look-up

- [Accredited Labs](#)
- [Licensed Well and Boring Contractors](#)
- [Well Disclosure Certificate](#)
- [Well Info on MN Well Index \(MWI\)](#)

Submit

- [e-Well Disclosure \(County Login\)](#)
- [e-Well Disclosure \(Filer Login\)](#)

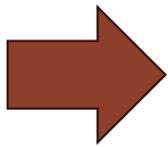
Request Blank Well Records

- Click on Blank Well Records (Licensed Contractors) under Request
- Do not send emails or call to request blank records
- Form URL: <https://survey.vovici.com/se/56206EE323077D1D>

Request and Look-up Services

Request Well Records or Info not on MWI

Look-up Well Records or Info on MN Well Index (MWI)



Request

- [Blank Well Records \(Licensed Contractors\)](#)

Request Blank Well Records

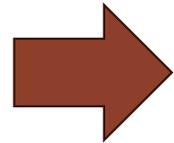
■ Enter required contact information

Order Blank Well Construction or Sealing Records (MN Licensed Well and Boring Contractors Only)

Minnesota Licensed Well and Boring Contractors may request blank Construction or Sealing records by completing this online form. Please contact the Well Management Section at health.wells@state.mn.us or 651-201-4600 for assistance completing this form.

This form can be translated to other languages on your internet browser. Please follow the instructions provided on the [Online Requests and Look-up](#) page (opens in a new window) if you need assistance changing this setting.

*** = Required**



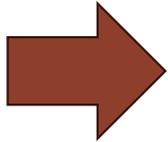
Information*

First name	<input type="text"/>
Last name	<input type="text"/>
Phone number	<input type="text" value="Phone Number"/>
Email	<input type="text" value="Email"/>
Licensed Company Number	<input type="text"/>
Licensed Company Name	<input type="text"/>

Request Blank Well Records

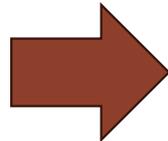
- Enter Requested Record Type and Quantity

Requested Records Type



A. Construction Records and Well Tags

- 25 Records
- 50 Records
- 75 Records
- 100 Records

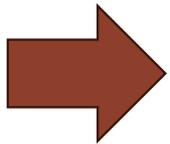


B. Sealing Records

- 25 Records
- 50 Records
- 75 Records
- 100 Records

Request Blank Well Records

- Enter Delivery address and click Submit Request



Delivery address*

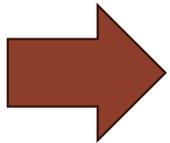
Mailing address (e.g. 517 South Elizabeth Street)

City

State

Zip code

To access this request in a different format, please email health.wells@state.mn.us or call 651-201-4600.



Submit Request



Questions

Request Well Notification Refund

- Do not send emails or call to request refunds
- Click on Well Notification Refund under Request
- Form URL: <https://survey.vovici.com/se/56206EE372DBC6EC>

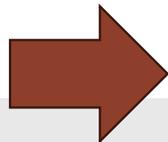
Request and Look-up Services

Request Well Records or Info not on MWI

Look-up Well Records or Info on MN Well Index (MWI)

Request

- [Blank Well Records \(Licensed Contractors\)](#)
- [Free Educational Brochures](#)
- [Well Notification Refund](#)



Request Well Notification Refund

■ Enter required contact information

Refund Request

Minnesota Statutes, chapter 103I and Minnesota Rules, chapter 4725 allows certain fee payments to be refunded under specific conditions. Please complete this online form to request a refund. If you need assistance completing this online form, please contact the Well Management Section at health.wells@state.mn.us or 651-201-4600.

This form can be translated to other languages on your internet browser. Please follow the instructions provided on the [Online Requests and Look-up](#) page (opens in a new window) if you need assistance changing this setting.

*** = Required**

1. Contact Information*

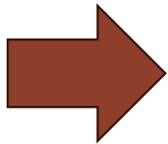
First name

Last name

Business name

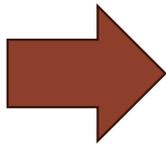
Company license number

Email



Request Well Notification Refund

- Enter Unique Well Number or H Series Number, check Eligible Fee Type, and answer drilling question.



Refund Eligibility

2. Unique Well ID Number or H Series Number*

(Refunds for multiple notifications can be combined on a single request if they are eligible for refund, were paid by the same entity, and the same payment type. For example: 618200; 185555; H030041)

3. Select Eligible Fee Type* (Select all that apply)

(Only eligible payment types are listed as authorized by [Minnesota Rules, part 4725.1836](#) (opens in a new window). Please direct any eligibility questions to health.wells@state.mn.us and mention "refund" in the subject line.)

- \$275 Water Supply Well Construction Notification fee paid within the last 18-months
- \$75 Water Supply Well Sealing Notification fee paid within the last 18-months

4. Has any drilling or sealing activities taken place?*

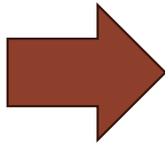
- Yes
- No

To access this request in a different format, please email health.wells@state.mn.us or call 651-201-4600.

Submit Request

Request Well Notification Refund

- Enter original payment type and total refund requested.



5. Original payment Type* (Choose one)

- Check
- Credit card
- Other

6. Total Refund Requested*

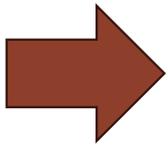
Amount

\$

Request Well Notification Refund

- Enter payer company contact information.

Payer Information



7. Company Information*

Full Company Name as Filed on W-9
(Drillers, Inc.)

Company License Number

Company/Payer's mailing address

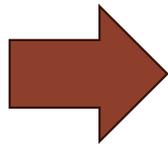
City

State

Zip code

Request Well Notification Refund

- Enter additional information including reason for refund, well location and well owner name, and click on Submit Request.



Well Information

8. Reason for refund.*

9. Well Location*

Well address

City

State

Zip Code

10. Well Owner Name*

First name

Last name

To access this request in a different format, please email health.wells@state.mn.us or call 651-201-4600.



Questions

Thank You!

Kelly Medellin

kelly.medellin@state.mn.us

651-201-4600