

Initiating a Well Licence Re-Entry Application

» Intended User: Well licence applicants

Overview – Re-Entry Application

This quick reference guide (QRG) describes how to initiate a well licence re-entry application in OneStop.

In order to apply for a re-entry application, the applicant cannot be the licensee, and the licence status must be abandoned, rec-exempt or rec-certified.

Shapefiles

Depending on the surface rights, one (well point) or two shapefiles (well point and lease boundary) will be required to complete the application.

A re-entry application must be created for each well licence to be re-entered. Include one well point only within the shapefile.

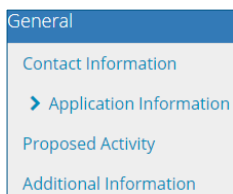
Detailed shapefile instructions are outlined in *Importing Digital Spatial Data into OneStop Well Licences* located on the OneStop Help page.

Creating the application

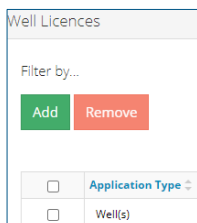
1. Click **Initiate** in the top navigation bar. Select **New Application**.



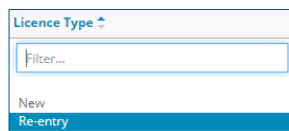
2. Complete the general screens: **Contact Information**, **Application Information**, **Proposed Activity**, and **Additional Information**.



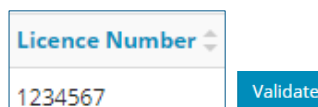
3. In the General – Activity Details screen, click **Add** in the Well Licences pane.



4. Click **Licence Type** field, select **Re-entry**.



5. The Licence Number column appears. Enter the licence number. Click **Validate**.



Please wait for OneStop to validate the licence number. A validation message will appear when the process is complete.



6. Click **Next**.

Wells – Overview

1. Upload the required shapefile(s), and continue with the application.