



**State of New Jersey**  
**Department of Environmental Protection**  
**Div. of Water Supply and Geoscience**  
**Bur. Of Water Allocation and Well Permitting**  
**Mail Code 401-04Q**  
**401 East State Street – P.O. Box 420 Trenton, NJ 08625-0420**  
**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 Allocation and Well Permitting  
Mailing: Mail Code 401-04Q P. O. Box 420, Trenton, New Jersey 08625-0420  
Phone: 609-984-6831 Fax: 609-633-1231  
e-mail: [wellpermitting@dep.nj.gov](mailto:wellpermitting@dep.nj.gov) (preferred method)