

**INSTRUCTIONS FOR COMPLETING  
STATEMENT OF COMPLETION AND DESCRIPTION OF WELL OR SPRING, FORM U.W. 6  
AND  
PROOF OF APPROPRIATION AND BENEFICIAL USE OF GROUND WATER, FORM U.W. 8**

**General Instructions**

- ◆ Address all communications to the State Engineer, Herschler Building 4-E, Cheyenne, WY 82002. Please put your Permit Number on all communications sent to this office.
- ◆ These forms must be signed in ink by the well (spring) owner or authorized agent.
- ◆ **Only the original forms, sent out by this office, are acceptable. PHOTOCOPIES ARE UNACCEPTABLE.**
- ◆ When a Statement of Completion is returned to the permittee or authorized agent for correction, it should be understood that the corrections are required for the protection of the applicant and in the interest of maintaining accurate records. Please make the corrections and return to this office as promptly as possible.
- ◆ The Statement of Completion is required by law to be submitted within thirty (30) days of the date that a well is completed and ready for use.
- ◆ Proof of Appropriation and Beneficial Use of Ground Water (Form U.W. 8) is required to be submitted by December 31 of the year following the year in which the permit was granted. This form is required for all wells except those utilized for DOMESTIC, STOCKWATERING, MONITORING, TESTING or other uses where the requirement for the Proof of Appropriation and Beneficial Use of Ground Water has been waived.

**STATEMENT OF COMPLETION AND DESCRIPTION OF WELL OR SPRING  
(FORM U.W. 6)**

- Statements of Completion must **not** be folded.
- Statements must not be defaced by crossing out, erasing or whiting-out printed matter, or by changing/cutting the form in any way. Preferably, the form should be typed. If a typewriter is not available, the form should be lettered neatly with black ink or ball point pen. (Colored inks do not microfilm)
- PLEASE NOTE: If any of the information required in the Statement of Completion is not available or is unknown, your best estimate will be acceptable.
- STATEMENTS OF COMPLETION MUST BE SIGNED IN INK ON THE 2ND SIDE BY THE PERMITTEE OR AUTHORIZED AGENT.

The Statement of Completion should be completed as follows:

**Item No. & Description**

**PERMIT NO. & NAME OF WELL (SPRING)** - These should be the exact permit number & name as shown on the permit.

1. **NAME OF OWNER** - This should be the name of the original applicant (permittee) or present owner of the well.
2. **ADDRESS** - Give the respective mailing address of each permittee or present owner. Please check the box if address has changed from that shown on permit.
3. **USE OF THE WATER** - If use of water is not the same as shown on the approved permit, an explanatory note should be included on the back in the REMARKS section. In some cases, an ENLARGEMENT (expansion of the water right) of the original permit will be necessary.
4. **LOCATION OF WELL** - A specific 40-acre location must be submitted. A surveyor's tie is required for all irrigation, industrial, municipal and miscellaneous use wells. If a surveyor's tie is not available, a distance measurement from a known reference point such as a section or quarter corner must be provided.
5. **TYPE OF CONSTRUCTION** - This item is self-explanatory.
6. **CONSTRUCTION** - Method by which the well was completed.

**Total Depth of Well/Spring:** How deep is the well drilled or spring dug?

**Depth to Static Water Level:** Static Water Level is the level at which the water stands in a well when no water is being removed, either by pumping or free flow. It is generally expressed as the distance from ground surface to the water level in the well. If a well/spring is flowing - "flowing" should be written here.

- a. **Diameter of borehole (Bit size):** What is the diameter of the drilling bit used to construct the well or spring?
- b. **Casing Schedule:** This is the pipe that's placed in the hole. Is the casing new or used? What is the diameter of the casing? Did the diameter of the casing change at a certain depth? If so, please show the depths.
- c. **Was casing cemented:** Is the pipe cemented into the hole? If so, at what depth interval is it cemented?
- d. **Number of sacks of cement used:** How many bags or cubic yards of cement were used to cement the pipe into the ground and type used? (Neat cement, Ready-mix concrete, etc.)

**SEE REVERSE SIDE**

- e. Perforations: How were the openings in the casing made to allow water to flow into the pipe? What are the sizes of the openings and at what depth are they located?
- f. Was well screen installed: Well screen is a factory constructed perforated casing.
- g. Was well gravel packed: Was gravel added between the pipe and the drill hole?
- h. Was surface casing used: Was larger diameter casing used to seal off a shallow aquifer or contaminated section before drilling? Was it cemented in place?

7. **NAME & ADDRESS OF DRILLING CONTRACTOR** - This item is self-explanatory

8. **DATE OF COMPLETION OF WELL** - This item should reflect the date the pumping facility was installed and water put to Beneficial Use. **Failure to give date will delay processing of your Statement of Completion. The State Engineer does not consider a well complete until a pump has been installed.** (For Monitor/Test Wells use the date the drilling was completed, since no beneficial use of water is made.)

9. **PUMP INFORMATION** - This item should be completed as accurately and thoroughly as possible. **The number of gallons per minute being pumped, the type of pump and the depth of pump setting MUST be shown.** Monitor/Test uses need not fill out this Item.

Total Volumetric Gallons Used Per Calendar Year: This applies to all IRRIGATION, MISCELLANEOUS, INDUSTRIAL AND MUNICIPAL uses. The unit of measurement should be in acre-feet per year.

10. **Flowing Well/Spring**: If the well or spring flows, the yield should be written here. Surface pressure should be shown here also. Information relating to this item should be available from the driller and should be as complete as possible. It is the permittee's responsibility to obtain this information. How is the flow controlled? Does well leak around the casing?

11. If this is a **Spring** describe method of development and means of conveyance to point of use. Some method of artificial diversion, i.e., spring box, cribbing, etc., is necessary to qualify for a water right.

12. Information relating to these items should be available from the driller and should be as complete as possible. It is the permittee's responsibility to obtain this information.

13. **Log of Well/Drill Cuttings Description**: Information relating to these items should be available from the driller and should be as complete as possible. It is the permittee's responsibility to obtain this information.

14. **QUALITY OF WATER INFORMATION** - This item is self-explanatory. Water quality information is not required for our records, but it can be useful.

**REMARKS**: This is where you can explain any special or unusual peculiarity of your well and your water system or conveyance.

**SIGNATURE OF OWNER OR AUTHORIZED AGENT** - This form **MUST BE SIGNED** with an original signature in ink by the permittee or authorized agent. (Stamped signatures are not acceptable.) Failure to do so will delay processing of the Statement of Completion, as it will be returned to you for signature.

**PROOF OF APPROPRIATION AND BENEFICIAL USE OF GROUND WATER  
(FORM U.W. 8)  
(FOR ALL WELLS EXCEPT DOMESTIC, STOCKWATERING, MONITOR OR TEST)**

**THIS FORM (U.W. 8) MUST BE SIGNED ON THE REVERSE SIDE BY THE PERMITTEE OR AUTHORIZED AGENT.** Failure to do so will delay processing of the form, as it will be returned to you for signature.

**PART I:**

The information submitted on this form will be used as a basis for the adjudication of the ground water right. The items are self-explanatory and each item should be completed as accurately and thoroughly as possible.

**PART II:**

For Irrigation, Industrial, Municipal and Miscellaneous Wells. **If the form is stamped "MAP NOT REQUIRED", Parts II & III of this form are waived.**

THE PREPARATION OF THE PLAT - This should be read carefully BEFORE the form is completed.

CERTIFICATE OF OWNERSHIP - This may be obtained from the County Clerk's Office showing ownership or control of land(s) involved and **MUST ACCOMPANY** the Proof of Appropriation and Beneficial Use of Ground Water Form (U.W. 8).

**Part III:**

Part III will be prepared by a State Engineer Representative at time of inspection.

**PHOTOCOPIES OF THE FORMS ARE UNACCEPTABLE**