

RICS (Relationally Integrated Computer System) Registration Session

The Ohio Department of Natural Resources Division of Oil and Gas Resources Management (Division) announces the launch of our new Relationally Integrated Computer System or RICS. This online resource is the new preferred way to interact with the Division to: register as an entity; submit required financial assurance and insurance information; transfer a well; and submit and receive a permit for an oil and gas well.

-Upgraded version of ODNR's old RBDMS Database

Date: Thursday, September 23, 2021

Time: 10:00 am to 4:00 pm

Place: Oak Room at Broughtons Complex 1 (Look for SOOGA signs directing you to the room).

This is a service offered by SOOGA to the Oil & Gas Industry. There is no cost associated with this session.

ODNR personnel will be on site to assist members in registering your company on the new system.

Computer stations will be set up in the RICS system to access registration. Registration will take about 30 minutes per entity.

A notary will be available to notarize any forms that may be needed for registration.

*****IMPORTANT*****

NOTE: It is mandatory all oil and gas operators with wells in Ohio register in the new RICS system. This session is an opportunity for operators to register with in-person assistance of ODNR personnel.

Please contact the SOOGA office at 740-374-3203 or mail@sooga.org if you are planning to register so we can set a schedule to prevent wait times.

Information to bring to the RICS registration session:

Current Secretary of State Certificate for your company with the company ID number.

- Bring a paper copy of the certificate or an electronic copy of the certificate on an external hard drive.
- Computer stations will have access to the Secretary of State website if you do not have the certificate.

Please note the following information from the ODNR RICS website concerning registration:

The following entities require registration with the Ohio Secretary of State, a valid Ohio Secretary of State ID number and certificate are required for registration.

Click the link below for more information on each entity type.

- Corporation
- Limited Liability Company (LLC)
- Limited Partnership (LP)
- Limited Liability Partnership (LLP)
- Business Trust
- Real Estate Investment Trust (REIT)

Authority & Organization Form (ODNR Form 9) for authorized agent(s) within your company.

- If your company has more than one authorized agent, bring the appointment form for each agent.
- You will also have the ability to fill out a Certificate of Appointment form during the registration process, if necessary.

Information to know for the registration process:

Entity type.

Current owner number inside ODNR.

Entity name and address.

Secretary of State ID number for the entity.

Primary Contact for the entity.

- Name, address, phone number and email address for the Primary Contact.

Statutory Agent for the entity.

- Name, address, phone number and email address for Statutory Agent.
- All information for Statutory Agent should be on the Secretary of State Certificate for the entity.

Emergency Contact for the entity.

- Name, address, phone number and email address for the Emergency Contact.

After registration you will set up an OHIO ID account. You will choose a username & password to be used as your login to the RICS system.