

INSTRUCTIONS AND INFORMATION

1. **FILING:** All Assignments must be filed in the State Land Office in triplicate, with original signatures on all three copies, within one hundred (100) days from the date of signing, and must be accompanied by the recording fee.
2. **RECORDING FEE:** The recording fee for each Assignment fifty dollars (\$50.00).
3. **PERSONAL CHECKS:** When an Assignment is accompanied by a personal check, the Commissioner of Public Lands reserves the right to withhold approval of the Assignment until the check is paid.
4. **ASSIGNMENT APPROVAL:** The Commissioner will approve an assignment of a mineral lease, in whole or in part, if the Commissioner finds:
 - A. the Assignment does not create an undivided interest in the lease or any part thereof;
 - B. the assigned portion of the premises is not less than a legal subdivision;
 - C. the Assignment is executed in the proper form and by the proper person;
 - D. the lease is in good standing as to the assigned portion of the premises;
 - E. no litigation is pending that could affect the lease or the interest of any person therein;
 - F. the Assignee has been pre-qualified pursuant to 19.2.2.21 NMAC; and
 - G. the Assignment will not adversely affect the interests of the trust.
5. **COMPLETE ADDRESS:** An Assignment must show the complete post office address of the Assignee.
6. **ACKNOWLEDGMENT:** An Assignment must be executed before an officer authorized to take acknowledgments of deeds. Persons executing on behalf of a corporation or other business entity must indicate title or authority to execute.
7. **MARITAL STATUS:** An Assignment must show whether the Assignors are married or single; if married, both husband and wife must sign the Assignment. The Certificates of Acknowledgment must show the marital status of the Assignors.
8. **COMMUNICATIONS:** All official business, letters and communications must be addressed directly to the Commissioner of Public Lands, Oil, Gas, and Minerals Division.
9. **PAYMENT:** All payments for annual rental, recording, and approval of fees are to be made to:
COMMISSIONER OF PUBLIC LANDS
P.O. Box 1148
Santa Fe, NM 87504-1148