

## H-3106-1 - TRANSFERS BY ASSIGNMENT, SUBLEASE, OR OTHERWISE

### Introduction

This Handbook addresses the processing of transfers of record title (assignments) and transfers of operating rights (subleases) in oil and gas leases, and other types of oil and gas lease transfers, such as overriding royalties, payments out of production, and other similar interests. The Handbook also addresses mass transfers and transfers that are the result of corporate mergers, change of name, and heirs and devisees. The Handbook is intended to be a detailed and comprehensive processing guide to be used in conjunction with Manual Section 3106 and 43 CFR 3106. When assignments of producing leases are processed, this Handbook is to be used in conjunction with Handbook 3104-1 and Handbook 3107-1. Note that throughout this Handbook, in conformance with the revised BLM policy adopted in late 1985 and defined in the final regulations issued on May 16, 1988, for streamlined procedures to process operating rights (sublease) interests in oil and gas leases, the term "assignment" is reserved for use only with record title interests being transferred, whereas "transfer" is the general term used for all other types of lease interests. (See 43 CFR 3100.0-5(e) and Handbook 3100-1, Glossary of Terms.)

This Handbook is for use with the BLM-approved standard forms for assigning record title interest and transferring operating rights (subleases). Currently two separate forms are used: Form 3000-3, Assignment of Record Title Interest in a Lease for Oil and Gas or Geothermal Resources; and Form 3000-3a, Transfer of Operating Rights (Sublease) in a Lease for Oil and Gas or Geothermal Resources. Various earlier editions of assignment and transfer forms have been promulgated and approved by the BLM for use over the years (see Appendices 1 and 2). The oil and gas leasing regulations now require that each assignment of record title or transfer of operating rights (sublease) shall be filed on a current form approved by the BLM. Effective October 1, 1988, all editions of the assignment and transfer forms prior to the June 1988 editions were deemed obsolete. Therefore, any assignment of record title or transfer of operating rights (sublease) filed since October 1, 1988, on a prior edition of the BLM-approved form must be returned with no action taken by the BLM.