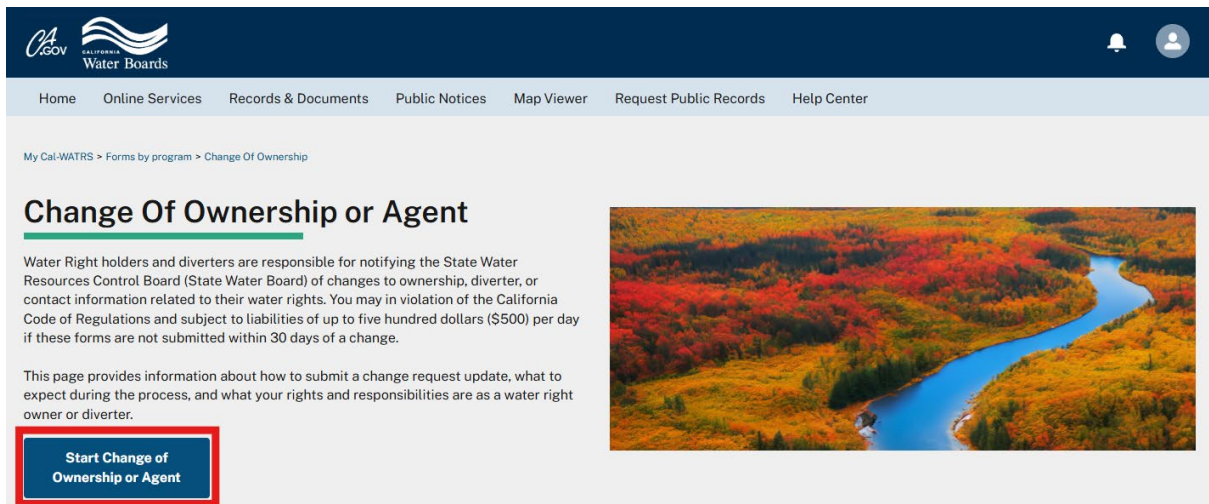


How to Be Made Agent of a Water Right in CalWATRS

1. Create a CalWATRS account. If you need help with this step, please review this guide: waterboards.ca.gov/upward/calwatrs/resources/creating-an-account.pdf.
2. Log in to your CalWATRS account.
3. Use the following link to access the “Change of Ownership or Agent” page: calwatrs.waterboards.ca.gov/portal/s/coolandingpage.*
4. Click the “Start Change of Ownership or Agent” button.



CA.GOV CALIFORNIA Water Boards

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My Cal-WATRS > Forms by program > Change Of Ownership

Change Of Ownership or Agent

Water Right holders and diverters are responsible for notifying the State Water Resources Control Board (State Water Board) of changes to ownership, diverter, or contact information related to their water rights. You may in violation of the California Code of Regulations and subject to liabilities of up to five hundred dollars (\$500) per day if these forms are not submitted within 30 days of a change.

This page provides information about how to submit a change request update, what to expect during the process, and what your rights and responsibilities are as a water right owner or diverter.

Start Change of Ownership or Agent



5. Agree to the notice.

Notice Pursuant To Information Practices Act of 1977 (Civ. Code, § 1798.17)

The State Water Resources Control Board, Division of Water Rights, is requesting personal information on this form. This form shall become a public record upon receipt by the State Water Resources Control Board. The submission of personal information designated with an asterisk (*) is mandatory. Please note that a post office box may be used as a mailing address in place of a physical address. Failure to provide mandatory personal information can result in rejection of the form. Submission of all other personal information is voluntary, but omission of the requested voluntary personal information may delay the State Water Resources Control Board's processing of the form.

The State Water Resources Control Board is authorized to collect and maintain this personal information by Water Code section 1260. The personal information is collected to comply with statutory requirements under Water Code sections 1250 et seq. and 1425 et seq., and to facilitate processing of this application. The State Water Resources Control Board is required by Water Code sections 1300 et seq. and 1428 to provide a notice of the application that contains the designated mandatory information on this form. The State Water Resources Control Board may post the application to its internet website and will mail the application upon the request of any person.

The State Water Resources Control Board official responsible for this system of records is Matthew Jay, Associate Governmental Program Analyst, whose business address is 1001 I Street, 2nd Floor, Sacramento, CA 95814 and whose business telephone is (916) 341-5300. Upon request, the State Water Resources Control Board official shall inform an individual regarding the location of his or her records and the categories of any persons who use the information in these records. Any member of the public may inspect the information collected in this form by contacting the State Water Resources Control Board, Division of Water Rights by mail at P.O. Box 2000, Sacramento, CA 95812-2000, by fax at (916) 341-5400, by telephone at (916) 341-5300 or by e-mail at dwr@waterboards.ca.gov, or by appearing in person at the State Water Resources Control Board, Division of Water Rights records room located at 1001 I Street, 2nd Floor, Sacramento, CA 95814 during normal business hours.

Decline

Agree

6. Under “Your relationship with the water right(s)”, indicate “I am the new agent”.

Steps

Affected water rights

Screening question

Contact information updates

Additional information

Upload Files

Review and

Affected Water Rights

Select the Water Right ID(s) associated with this change in ownership.

Your relationship with the water right(s) *

Select Option

I am the current agent

I am the current primary owner

I am the new agent

I am the new primary owner

I am the current non-primary owner

I am a neutral party

Search by Water Right ID/Application ID

Q

You can view up to 100 records in the list. For more precise results, please use specific keywords related to your water right/primary owner when searching.

Please search by owner or Water Right ID and press the enter key, this will create a table below where you will confirm the water right(s) for which updates will be applied. After you select a water right, you can search for more water rights and continue to add them to the "Selected" table for this ownership change, multiple water rights can be updated at once

[Save and exit](#)

Next

7. Search by either “primary owner” or “water right ID” to find the water right you want to become agent for.

Steps

Affected water rights

Screening question

New primary owner/agent information

Contact information updates

Additional information

Upload Files

Review and Submit

Affected Water Rights

Select the Water Right ID(s) associated with this change in ownership.

Your relationship with the water right(s) *

I am the new agent

If you will not have permanent relationship with the water right(s) (i.e. if you are just helping this change get submitted but are not an owner or agent) please select "I am a neutral party".

Search by Primary Owner/Divertor

Q

You can view up to 100 records in the list. For more precise results, please use specific keywords related to your water right/primary owner when searching.

Please search by owner or Water Right ID and press the enter key, this will create a table below where you will confirm the water right(s) for which updates will be applied. After you select a water right, you can search for more water rights and continue to add them to the "Selected" table for this ownership change, multiple water rights can be updated at once

× Clear result

Clicking on the button would refresh the screen

Search by Water Right ID/Application ID

Q D033

D033000

D033001

D033004

[Save and exit](#)

Next

8. Select the checkbox next to the water right. You can search for more water rights if needed. Once you check the box next to all the rights you want to become agent for, click “Next” and complete the remaining instructions.

Affected Water Rights

Select the Water Right ID(s) associated with this change in ownership.

Your relationship with the water right(s) *

I am the new agent ▼

If you will not have permanent relationship with the water right(s) (i.e. if you are just helping this change get submitted but are not an owner or agent) please select "I am a neutral party".

Search by Primary Owner/Diverter

Search by Water Right ID/Application ID

Q D033000 ✕

You can view up to 100 records in the list. For more precise results, please use specific keywords related to your water right/primary owner when searching.

Please search by owner or Water Right ID and press the enter key, this will create a table below where you will confirm the water right(s) for which updates will be applied. After you select a water right, you can search for more water rights and continue to add them to the "Selected" table for this ownership change, multiple water rights can be updated at once

Water right(s):

The table below shows the water rights which this primary owner is related to. Select any of the available water rights that you want to include in this change of ownership request.

<input checked="" type="checkbox"/>	Application Id	Primary Owner	Water Right Type	Status
<input checked="" type="checkbox"/>	D033000	RON MEZZETTA	Registration	Registered

Page 1 of 1 < 1 >

Selected water right(s):

The table displays all the water right(s) selected

Application Id	Primary Owner	Water Right Type	Status	Action
D033000	RON MEZZETTA	Registration	Registered	

Page 1 of 1 < 1 >

✕ Clear result

Clicking on the button would refresh the screen


Save and exit

Next

9. Your request will be reviewed by State Water Board staff. This can take two to six weeks depending on the complexity of the request. There can only be one agent for each water right, so if one has already been designated in CalWATRS, State Water Board staff will contact you.

10. Once your request is approved, the water right(s) will appear on your “My Water Rights” and “My Annual Reports” pages and you will be able to manage and report for them.

* You can also access the “Change of Ownership or Agent” page by clicking the “Online Services” button at the top of your CalWATRS dashboard. From there, select the “Water Rights Request” tab and click “Next” on the “Change of Ownership” tile.
(See the two screenshots below)



FOR DEMONSTRATION PURPOSES ONLY
This is a test environment. Data entered into this site will be deleted and any unauthorized access will be tracked and reported.

[Home](#) [Online Services](#) [Records & Documents](#) [Public Notices](#) [Map Viewer](#) [Request Public Records](#) [Help Center](#)

1 Associate yourself to an organization on the Organization management tab on My Profile X


Welcome TestingSamUat3 to CalWATRS!

This is your personal dashboard. You will find personalized information, services, and action items - all in one place.


Needs Your Attention 0

1 An application task has been assigned to the user


View All Notifications →




My Water Rights




My Applications & Requests




My Annual Reports




My Annual Fees




My Measurement Details




Migrate Records



My Account Settings



My Protests



FOR DEMONSTRATION PURPOSES ONLY
This is a test environment. Data entered into this site will be deleted and any unauthorized access will be tracked and reported.

[Home](#) [Online Services](#) [Records & Documents](#) [Public Notices](#) [Map Viewer](#) [Request Public Records](#) [Help Center](#)

Home > Online Services

Online Services

Use the tabs below to access water rights online services.

Water Rights

Groundwater

Water Rights Requests

Floodwater

Migrate Records

Petitions

File a petition for change, time extension, or water transfer on an existing water right.

Next

Revocation Requests

File a revocation application to request the State Water Board to completely remove their water rights.

Next

Alternative Compliance Plan

If diverters are unable to meet all measurement and reporting requirements, they may submit an Alternative Compliance Plan (ACP).

Next

Inactivation Requests

File an application to inactivate a statement of use.

Next

Change of Ownership or Agent

File a Change of Ownership or Agent application to transfer your ownership to another party or to make changes to your Agent.

Next

Registration Changes

Either amend or revoke & replace your existing registration, so that any new project details can be accurately reflected under your water right.

Next

Address Change

Make changes to mailing and billing addresses for particular water rights.

Next