



Minnesota Department of Health
 Well Management Section
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 651-201-4600 or 800-383-9808
www.health.state.mn.us/divs/eh/wells

e-Well Disclosure Certificate

Now Available From the Minnesota Department of Health

Effective July 1, 2009, the Minnesota Department of Health (MDH), Well Management Section, is now accepting Well Disclosure Certificates filed electronically (online). This service is one part of the framework for electronic real estate recording and reflects nearly two years of effort by county recorders and MDH staff in the design, development, and testing of *e-Well Disclosure Certificate (e-WDC)*.

The MDH Web site for well disclosure is: www.health.state.mn.us/divs/eh/wells/disclosures.

Persons filing a well disclosure certificate select the option “*Filers*” from the menu bar. The “*County Recorder*” selection is reserved for recorder functions in processing and tracking *e-WDCs*. First-time filers must initially register an account (username and password). The filing process is as follows:

- Complete the *e-WDC* online. Mandatory fields for completing the *e-WDC* are identified with an asterisk. When submitted, the filer is issued a Well Disclosure Certificate (WDC) number for this *e-WDC*.
- The *e-WDC* remains “pending” for up to 120 days, during which time the filer can edit or add information. If the deed has not been recorded within 120 days, the filer must complete a new *e-WDC*.
- When preparing the deed for recording, the WDC number is noted on the deed.
- When the deed is filed, the county recorder checks the pending *e-WDC* and compares the ownership and property information to that on the deed. If they match, the recorder then “validates” the *e-WDC*, which automatically files the *e-WDC* with MDH. The county recorder still collects the \$45 filing fee at the time of recording.
- After county validation, the *e-WDC* is added to the data system and MDH staff review submittals. Staff will contact the filer if there are any questions or problems.
- After review, the *e-WDC* is posted on the MDH Web site, as are all Well Disclosure Certificates filed since November 1, 1990.

For “*Filers*,” the MDH Web site includes a checklist “What You Need to Know Before You Begin” and a more detailed publication (user manual) on filing instructions. The checklist identifies the information that is needed to complete the *e-WDC*. There is a comparable user manual for county recorders. MDH contact information is also available on the MDH Web site.

In order to properly complete either a paper WDC or the *e-WDC*, realtors should provide complete information on property identification; buyers and sellers; and the location, number, and status of all wells on the property (including a sketch map) to the person preparing the WDC document/filing. Too often, some of this information is missing, causing unnecessary delays in the closing and recording.

The MDH will continue to accept paper WDCs. The *e-WDC* is simply another option for filing.

If you have any questions on well disclosure, please contact:

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 Deaf and hard-of-hearing: TTY 651-201-5797.