



e-Well Disclosure Certificate Process from Filer to County to the Minnesota Department of Health

Effective July 1, 2009, the Minnesota Department of Health (MDH), Well Management Section, started 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 the e-Well Disclosure Certificate (e-WDC) process.

For well disclosure information and electronic filing of the e-WDC see, [Well Disclosure/Property Transfer](http://www.health.state.mn.us/communities/environment/water/wells/disclosures) (www.health.state.mn.us/communities/environment/water/wells/disclosures).

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

Filer

- Access the e-WDC Disclosure Filer Login online website and enter username and password.
- Complete the e-WDC online. Required 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.
- A confirmation email is sent to the filer which includes WDC number, submittal date, 120 days date for removal (if deed is not recorded), and the WDC information pertaining to this property transfer.
- The e-WDC remains “pending” for up to 120 days or until validated by the county recorder, during which time the filer can edit or add information.
 - An email to notify the filer is sent from MDH two weeks before the e-WDC is removed from the “pending” file.
 - If the deed has been recorded, please contact the county recorder’s office and ask them to validate the e-WDC.
 - If the deed will not be recorded, no further action is needed.
 - If the deed has not been recorded within 120 days, it is removed from the “pending” file and the filer must complete a new e-WDC before filing the deed.
- When preparing the deed for recording, the WDC number received in your confirmation email **must** be noted on the deed.
 - **Do not note previously filed WDC numbers on the deed.**

County Recorder

- The county recorder collects the \$50 filing fee at the time of recording for either paper or electronically filed WDCs.
- 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.
 - If they do not match, the county recorder “rejects” the e-WDC and contacts the filer to make corrections. As soon as the corrections are made the county recorder can “validate” the e-WDC.

MDH Well Management Section

- After county validation, the e-WDC is added to the MDH Well Management Section data system and no longer appears in the filer’s or county’s pending file.
- MDH staff review submittals each day.
- MDH staff will contact the filer if there are any questions or problems such as:
 - Missing sketch maps or wells not appearing on the sketch map.
 - Multiple e-WDCs filed or a paper WDC and an e-WDC are both filed.
- After MDH review, the e-WDC is posted on the MDH Well Management Section website, as are all WDCs filed since November 1, 1990.

For “Filers,” the MDH website includes a checklist “*What You Need 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 Well Management Section website.

In order to properly complete either a paper WDC or the e-WDC, realtors should provide complete information on property identification (county and legal description); street address (if one is assigned); 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.

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