

Chief Engineer  
Division of Water Resources  
Kansas Department of Agriculture  
109 SW 9<sup>th</sup> Street, 2nd Floor  
Topeka, Kansas 66612-1283  
[www.ksda.gov/dwr](http://www.ksda.gov/dwr)

**ATTENTION LANDOWNER(S): COMPLETE ONLY IF  
A NON-OWNER IS TO REPORT WATER USAGE**

ATTN: Water Use Coordinator

RE: Water Use Correspondent for  
File No.(s) \_\_\_\_\_

Dear Sir:

I am aware that Kansas law (K.S.A. 82a-732) requires the owner of a water right or permit to appropriate water for beneficial use, except for domestic use, to file an annual water use report with the Chief Engineer of the Division of Water Resources, Kansas Department of Agriculture, on or before March 1 following the end of the previous calendar year.

I understand that the law provides that failure to file the report or submission of an incomplete or inaccurate report could subject me, as owner (or part owner) of the above file number(s) to a civil penalty not to exceed \$250 and that any person falsifying the report could be charged with a class C misdemeanor.

For confirmation of the correspondent change provide a valid e-mail address.

E-mail: \_\_\_\_\_

With full knowledge of these facts, I request that \_\_\_\_\_,

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, (\_\_\_\_\_) \_\_\_\_\_  
(Address) (City) (State) (Zip) (Telephone)

be designated as water use correspondent for the above file number(s) until I rescind this authority in writing.

I further understand that as water use correspondent my designee will be the only person who will receive an annual water use report from the Division of Water Resources concerning my water use reporting requirement.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Telephone)

\_\_\_\_\_  
(City, State, Zip)

State of \_\_\_\_\_ }  
County of \_\_\_\_\_ } SS

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_.  
(Water Right Owner)

\_\_\_\_\_  
Notary Public

My appointment expires:

DWR Initials: \_\_\_\_\_