



555 17<sup>th</sup> Street, Suite 3700  
Denver, CO 80202  
(303) 312-8556 phone  
(720) 305-0804 fax

In the event you have moved or you would otherwise like to ensure that Civitas Resources' records are current, please complete the information requested below and return to the attention of the Division Order Department at the address shown in the letterhead.

If you prefer to return by email, please complete and email to [do@civiresources.com](mailto:do@civiresources.com)

\_\_\_\_\_  
Owner Number

\_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

Previous Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Last Four Digits of Tax ID

Reason for Request: (if property was sold please provide a copy of the deed or county recording number)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Sincerely,



Division Order Department