



State of Idaho
DEPARTMENT OF WATER RESOURCES
STATE OFFICE, 450 W. State Street, Boise, Idaho

This Guidance Document is not new law but is an agency interpretation of existing law. For more information or to provide input on the document, please contact the Water Rights Section Manager at 208-287-4800. (Feb.2020)

JOHN V. EVANS
Governor

A. KENNETH DUNN
Director

Mailing address:
Statehouse
Boise, Idaho 83720
(208) 334-4440

ADMINISTRATOR'S MEMORANDUM

TO: Regional Offices and Water Allocation Section
FROM: Norman C. Young *NCY*
DATE: June 1, 1983
RE: Acceptable Form for Claim to a Water Right

Claim Processing No. 1

As the fee increase for the Claims Program approaches, we can expect to receive many last-minute filings. The purpose of this memorandum is to verify that the following items, identified in Sections 42-243 and 42-221, Idaho Code, must be included on the claim to make it acceptable for advertising:

- a. The name and address of the claimant.
- b. The quantity of water claimed to have been used.
- c. The source of the water supply.
- d. The location of the point or points of diversion.
- e. The nature of use and period of use.
- f. The priority date.
- g. If water is claimed for irrigation, the legal description of the lands irrigated.
- h. The proper fee.
- i. A notarized signature.

Per an interpretation by our legal staff, if an incomplete claim is amended by the claimant and returned to our office in a timely manner, (e.g. sixty days), then the date of first receipt can be considered to be the filing date. Therefore, prior to returning incomplete claims, the claim should be dated and annotated, and a cover letter should be attached, as in the attached examples.

Regional Office Letterhead

Name & Address

Dear :

This office is in receipt of a Claim to a Water Right filed in your name. Please be advised that the claim cannot be formally re-
ceipted until the following information is provided:

- _____ Complete name.
 - _____ Complete mailing address.
 - _____ Date of priority.
 - _____ Source of water.
 - _____ Quantity claimed to have been used.
 - _____ Nature of use and period of use.
 - _____ Location of point(s) of diversion.
 - _____ Location of place of use (acres irrigated if water is
claimed for irrigation).
 - _____ Filing fee.
 - _____ Signature.
 - _____ Notarization of signature.
 - _____ Other _____
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Please note that your claim has been stamped and initialed as received. If you amend the claim by adding the needed information, and return the claim to this office no later than 60 days from the date of this letter, the original date submitted will be utilized for purposes of determining the appropriate filing fee.

Instructions for completing a Claim to a Water Right are included for your information. However, if you desire assistance, please feel free to contact this office.

Sincerely,