



410 17th Street, Suite 1400  
Denver, CO 80202  
(720) 440-6100 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:**

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

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

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

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Sincerely,

 **CIVITAS**  
*Division Order Department*