



User Reference Guide

NOI and Permit Search
Document Download Workaround

Overview

General Capability

1.0 NOI and Permit Search

Locate a well in WellSTAR by its API number and download its Notice of Intention (NOI) and permit documents to the appropriate well folder.

2.0 Document Download Workaround

Interim procedure for public users to download documents while direct download from the Detail page is unavailable.

1 NOI and Permit Search

Lesson Objectives:

- Navigation
- Document Types to Download

1.1 Navigation

Step	Action	Required Fields
1.	In WellSTAR, use the upper right search tool. From the drop-down menu, choose 'Well API'.	
2.	Enter the well API (example: 0403727371) and click Enter. This will bring up the well in the Search Results page.	Well API
3.	Click on the blue API link. This will take you to the well's Well Detail page.	
4.	Go to the white drop-down menu on the right side (defaults to Summary), go to 'Documents'.	
5.	Use 'Advanced Filtering'.	
6.	Search for the following document types within the prescribed time frame and download to the appropriate well folder (see 1.2).	

1.1.1 KEY POINTS

- If description includes "Create xx borehole" or similar, ignore. There will be no documentation or permit.

1.2 Document Types to Download

Item	Document Type	Notes
i.	Wellbore Diagram (current and proposed)	Do not download if it is after the work was completed.
ii.	Equipment Diagram	If wellbore diagram.
iii.	Other	Look at the description and file name if it is for a wellbore diagram (WBD), proposed work, or related to the proposed work.
iv.	CEQA Documents	
v.	Casing Program	Proposed work.
vi.	Sensitive Receptor(s) documents	
vii.	Submitted NOI Form Snapshot	
viii.	NOI Acceptance Correspondence	This is the issued permit.

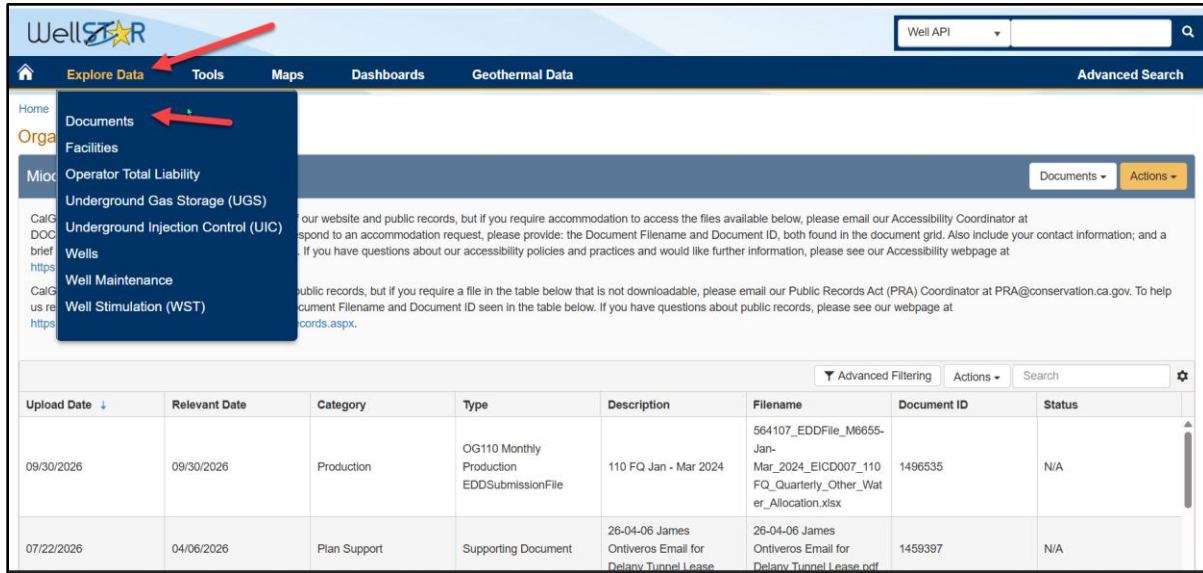
1.2.1 KEY POINTS

- NOI includes all items from i–vii; i–vi are the attachments of NOIs; vii is the snapshot of the form.
- NOI Acceptance Correspondence (viii) is the issued permit.

2 Document Download Workaround

Following the most recent WellSTAR release, an issue was identified that prevents public users from downloading documents directly from the Detail page. Resolution of this issue has been prioritized and is scheduled for inclusion in the next WellSTAR release. Until this issue is resolved, please use the workaround outlined below:

2.1 Workaround Steps



The screenshot shows the WellSTAR web application. The 'Documents' link in the left navigation menu is highlighted with a red arrow. The 'Documents' dropdown menu is also highlighted with a red arrow. The main content area displays a table of documents with the following data:

Upload Date	Relevant Date	Category	Type	Description	Filename	Document ID	Status
09/30/2026	09/30/2026	Production	OG110 Monthly Production EDDSubmissionFile	110 FQ Jan - Mar 2024	564107_EDDFile_M6655-Jan-Mar_2024_EICD007_110 FQ_Quarterly_Other_Water_Allocation.xlsx	1496535	N/A
07/22/2026	04/06/2026	Plan Support	Supporting Document	26-04-06 James Ontiveros Email for Delay Tunnel Lease	26-04-06 James Ontiveros Email for Delay Tunnel Lease.pdf	1459397	N/A

Search WellSTAR Documents By...

Organization Status

Organization Name/Code

Include Subject ID?
☐ NOTE: Selecting this option returns Subject IDs associated to documents included in the search results. If the document has multiple Subjects associated, one row per associated Subject will display. Subjects are limited to: Wells, Facilities, Leases, Projects and WST Permits.

Category

Type

Document Status

Document ID

Filename

Description

Uploaded By

Upload Date

to

Upload Date

Relevant Date

to

Relevant Date

Reset Search

Step	Action	Required Fields
1.	Copy the Document ID or the filename of the document you wish to download.	
2.	Navigate to Explore Data > Documents. Enter the Document ID or filename in the appropriate field, then initiate the search.	Document ID or Filename

2.1.1 KEY POINTS

- This workaround only applies to document categories that are currently available for direct public download in WellSTAR.
- All other document types must continue to be accessed and requested using previously prescribed procedures.