

## INSTRUCTIONS FOR FILING AFFIDAVIT OF DEATH & HEIRSHIP

Enclosed you will find an Affidavit of Death & Heirship form to be completed and signed by preferably an **unrelated** party or family member who does not benefit from the estate. **All questions must be answered accurately and truthfully. This is a legal document.**

**Also it is important to use legal names for all potential beneficiaries, NO nicknames.**

Addresses should be furnished for all potential beneficiaries of the Estate on the second page of the form.

The Affiant's signature must be properly acknowledged before a Notary Public and the Jurat and acknowledgement should be completed by the Notary Public.

Send the original, executed Affidavit with the death certificate to be filed of record to county of record where property is located:

**EXAMPLE: Well is located in Lincoln County, OK**

Lincoln County Clerk, P O Box 126, Chandler, OK 74834

Phone number 1-405-258-1264

Recording fees are \$18.00 for the first page and \$2.00 each additional page. You may want to contact County Clerk to verify recording fees. The Clerk will return the original, file stamped document to you, **so please be sure to include your address at the end of the affidavit (see bottom of page two).**

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**After recording**, provide us with a recorded copy of the Affidavit of Death & Heirship (you keep the original for your records), a xerox copy of the Death Certificate, and a xerox copy of the Last Will and Testament (if available).

We will transfer the interest and issue Transfer Orders based on Oklahoma Intestate Succession Laws.

If you have any questions, please leave a message at 918-935-222 or email [Division.Order@pgcollc.com](mailto:Division.Order@pgcollc.com).

Prairie Gas Company of Oklahoma, LLC  
Land Department