

Procedures for companies to electronically submit an Organizational Family Tree

1. Fill out the "Certification for Electronic Organizational Family Tree (OFT) Submission Form" contained in this packet. Submit the form to our office by faxing to 859.260.8418, postal mailing to:

Office of Surface Mining
Applicant/Violator System Office
2679 Regency Rd
Lexington, KY 40503

or by scanning the form and sending it by email to LKEENE@OSMRE.GOV

2. Obtain a copy of your current Organizational Family Tree (OFT) by using one of the two methods below.

A. If you have access to the AVS and have an email address, you can request a copy of your current OFT by following these steps:

1. Login to the AVS.
2. Arrow down until "Entity OFT Maintenance" is highlighted.
3. Press enter.
4. Type the Entity ID number or Name.
5. Press Search (F2). If you type the name and a list of names appear then press the arrow key to highlight the correct name. Press enter.
6. Press Report (F11).
7. "Do you wish to have an OFT via email? Y/N" Type Y for yes.
8. Press enter.
9. "Eliminate individuals that have ended out? Y/N" Type Y for yes or N for no.
10. Press enter.
11. "Please enter your email address" Type the email address where you want the OFT report sent.
12. Press enter.
13. Press Quit (F4) to return to the Main Menu.
14. Press Q to highlight Quit.
15. Press enter.

B. A second way to request an electronic copy of your company's OFT directly from our office is either by calling (1-800-643-9748) or by sending an email to OFT@osmre.gov. Please include company name, TIN (if known), address, contact name, email address, and phone number.

3. After receiving your company's OFT, open the file and review your company's information to determine what changes are necessary.
4. Update your company's OFT with your new information by bolding, highlighting, or by some other means, visibly denoting the proposed changes.
5. If your company has access to a scanner then scan all supporting documentation currently required for OFT updates. If your company does not have the capability to scan the supporting documentation then send it by postal mail or facsimile.
6. Resubmit your company's modified OFT by email to Linda Keene (LKEENE@OSMRE.GOV). Attach all additional documentation that supports the suggested change.
7. Upon receipt of your email, we may contact you by phone to verify your submission.
8. After receiving all documentation, the changes to your OFT will be reviewed, then entered into the AVS within 10 business days.
9. We will send a copy of your updated OFT to the email address in your original email message as confirmation of the completed process.

Department of Interior
Office of Surface Mining, Applicant Violator System
Certification for Electronic Organizational Family Tree (OFT) Submission

Attach a supplemental sheet if you are registering for more than one OFT.

I, _____, certify that I am a duly elected representative of
_____, serving in the capacity of _____,

and as such, authorize the Contact Person identified below to deliver the Organizational Family Tree and all changes to
such to the Office of Surface Mining, Applicant Violator System.

Authorizing Signature: _____ Date: _____

Official Title: _____

Company Name _____

Address _____

Address _____

City _____

State _____ ZIP _____

TIN _____ Entity # _____

Contact Name _____

Contact Phone _____

E-mail address _____

Supplemental sheets attached? Y/N _____

Note: Applicant Company should complete all items.

Please complete and mail to:

Office of Surface Mining
AVS
2679 Regency Road
Lexington, KY 40503

