Industry Tip

Ability to Clone Disposition Acquisition Applications

Date	Module/Application/Functionality	Notes
October 6, 2021	Petroleum Tenure Module	Initial Release

Background

Industry will now be able to clone their previously submitted *Helium Exploratory Permit* or *Helium Lease Applications*. As *Helium Exploratory Permits* and *Helium Lease Applications* can and often do have many land locations, this new cloning feature will reduce workload for applicants needing to resubmit their application that may have been previously denied. Applications are sometimes denied due to missing or incorrect attached documentation or other minor changes required. When a *Helium Exploratory Permit* or *Helium Lease Application* is cloned, the newly cloned application will automatically copy over the contact and land information from the previously approved or denied application that it was cloned from. Changes to the contact information and lands can be made before submitting the newly cloned application. Please note that the required document attachments (For example: *Helium Permit Plan* and *Helium Permit Program*) will not be automatically copied from the original application to the newly cloned application. The applicant will be required to attach those required documents before the application can be submitted.

To clone a *Helium Exploratory Permit* or *Helium Lease application*, perform the following steps:

1. Log into IRIS and go to *Applications > Search > Search*;
2. Click on the *Basic Search* tab and enter the previously approved or denied application number into the *Application Number* field, then click on the *Search* button.
   a. If you do not know the application number, then click the *Advanced Search* tab to search by *Submission Type Helium Exploratory Permit* or *Helium Lease* and click the *Search* button;
3. *Application Search* results will display;
4. Click on the *Clone* link under the *Actions* column on the right hand side of the search result;
5. A confirmation box asking if you are sure you want to clone will pop up. Click the *Confirm* button;
6. A message will appear on screen stating what the new application number is of the cloned application and which application it was cloned from.

Questions?

If you require more information related to implemented functionality, contact the ER Service Desk at 1-855-219-9373 or ER.Servicedesk@gov.sk.ca.