



The Montana Department of
**Natural Resources
& Conservation**

Reinstatement Request

85-2-312(4), MCA; 85-2-402(8), MCA

Form No. 637 (Revised 06/2026)

FILING FEE:

\$1,000.00

WHEN TO USE THIS FORM:

- Use this form to request reinstatement of an expired (provisional) permit or change authorization.
- This form can only be used if the permit or change authorization is expired because neither a Project Completion Notice (Form 617/Form 618) nor a Request for Extension of Time (Form 607) were filed by the project completion notice deadline.

TO USE THIS FORM, THE FOLLOWING MUST APPLY:

- This form must be submitted within two years of the expiration date.
- Complete one form per permit or change authorization.
- The permit or change authorization must not have been previously reinstated.

For Department Use Only

Permit / Change Authorization No. _____

Received By _____

Fee Received \$ _____ Check #. _____

Deposit Receipt # _____

Payor _____

Refund \$ _____ Date _____

1. Water right owner(s) information:

Name(s) _____

Mailing Address _____

City _____ State _____ Zip _____

Phone Number _____ Email _____

☐ Check if name or address is different than what is listed on the water right.

2. Permit or Change Authorization No. _____

3. Why is this request being made?



Fill out either question 4 or question 5. Fill out question 4 to request reinstatement of what was completed by the date of expiration. Fill out question 5 to request reinstatement of the full amount of water authorized prior to expiration, including any portion that was not actually applied to the proposed beneficial use under the terms of the water right prior to expiration.

4. Reinstatement under MCA 85-2-312(4)(b) may not exceed the amount of water actually applied to the proposed beneficial use under the terms of the water right prior to expiration. The reinstatement request and project completion notice must establish the amount of water actually applied to the proposed beneficial use prior to expiration. To request this type of reinstatement, please attach a completed Project Completion Notice for Permitted Water Development (Form 617) or a Project Completion Notice for Change of a Water Right (Form 618) with all required documentation. Additionally, submit supporting documentation showing conclusively what was completed by the authorization's project completion deadline. This documentation can include (but is not limited to):

- | | |
|--|--|
| ☐ Invoices from purchases for the project | ☐ Dated map/aerial photo showing completion |
| ☐ Power bills for project operation | ☐ Dated photographs |
| ☐ Rental equipment receipts | ☐ Notarized affidavit |

5. Reinstatement under MCA 85-2-312(4)(c) is for the full amount of water authorized prior to expiration, including any portion that was not actually applied to the proposed beneficial use under the terms of the water right prior to expiration. The permittee or change authorization holder must prove by clear and convincing evidence that the failure to comply with the permit or change authorization time limit was the result of excusable neglect and demonstrate that the requirements for an extension of the time limit as set forth by rule or condition are satisfied. To request this type of reinstatement, please attach an Application for Extension of Time (Form 607) to this form and complete the section below.

Describe the circumstances that led to the failure to file for the extension by the authorization's project completion notice deadline. A timely extension request was not filed for the following reasons:



Signature(s):

I (WE) DECLARE UNDER PENALTY OF PERJURY AND UNDER THE LAWS OF THE STATE OF MONTANA THAT
THE FOREGOING IS TRUE AND CORRECT.

Signature _____

Date _____

Printed Name _____

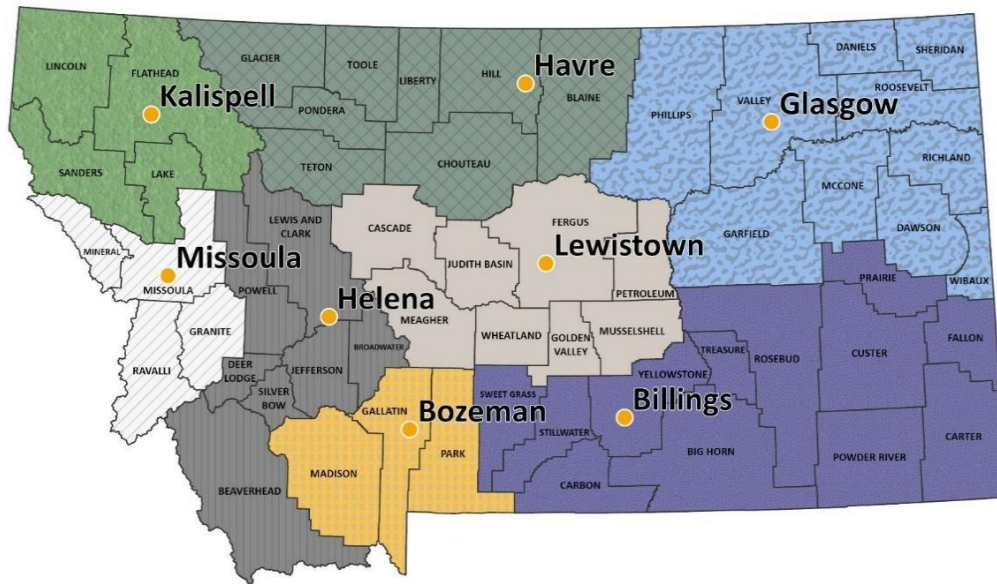
Signature _____

Date _____

Printed Name _____



WATER RESOURCES REGIONAL OFFICES



- **BILLINGS**

Airport Industrial Park, 1371 Rimtop Drive
Billings, MT 59105-9702
PHONE 406-247-4415 FAX 406-247-4416
EMAIL DNRCBillingsWater@mt.gov

Big Horn, Carbon, Carter, Custer, Fallon, Powder River, Prairie, Rosebud, Stillwater, Sweet Grass, Treasure, and Yellowstone Counties

- **BOZEMAN**

2273 Boot Hill Court, Suite 110
Bozeman, MT 59715-7249
PHONE 406-586-3136 FAX 406-587-9726
EMAIL DNRCBozemanWater@mt.gov

Gallatin, Madison, and Park Counties

- **GLASGOW**

222 6th Street South, P.O. Box 1269
Glasgow, MT 59230-1269
PHONE 406-228-2561
EMAIL DNRCGlasgowWater@mt.gov

Daniels, Dawson, Garfield, McCone, Phillips, Richland, Roosevelt, Sheridan, Valley, and Wibaux Counties

- **HAVRE**

210 6th Avenue, P.O. Box 1828
Havre, MT 59501-1828
PHONE 406-265-5516
EMAIL DNRCHavreWater@mt.gov

Blaine, Chouteau, Glacier, Hill, Liberty, Pondera, Teton, and Toole Counties

- **HELENA**

1424 9th Avenue, P.O. Box 201601,
Helena, MT 59620-1601
PHONE 406-444-6999 FAX 406-444-9317
EMAIL DNRCHelenaWater@mt.gov

Beaverhead, Broadwater, Deer Lodge, Jefferson, Lewis and Clark, Powell, and Silver Bow Counties

- **KALISPELL**

655 Timberwolf Parkway, Suite 4
Kalispell, MT 59901-1215
PHONE 406-752-2288
EMAIL DNRCKalispellWater@mt.gov

Flathead, Lake, Lincoln, and Sanders Counties

- **LEWISTOWN**

613 Northeast Main Street, Suite E
Lewistown, MT 59457-2020
PHONE 406-538-7459
EMAIL DNRCLewistownWater@mt.gov

Cascade, Fergus, Golden Valley, Judith Basin, Meagher, Musselshell, Petroleum, and Wheatland Counties

- **MISSOULA**

2705 Spurgin Road Building C, P.O. Box 5004
Missoula, MT 59806-5004
PHONE 406-721-4284 FAX 406-542-5899
EMAIL DNRCMissoulaWater@mt.gov

Granite, Mineral, Missoula, and Ravalli Counties