



## **INSTRUCTIONS FOR COMPLETING THE AFFIDAVIT OF HEIRSHIP**

### **PLEASE READ INSTRUCTIONS BELOW BEFORE COMPLETING THIS FORM.**

- This Affidavit of Heirship **MUST** be completed by someone other than an heir, who is familiar with the family history of the decedent, and who will obtain no benefit from the Estate.
- The person completing the form should read it carefully and answer the questions that are applicable, **paying particular attention to the name(s) and address(es) of the heir(s) AND confirm if the decedent did or did not inherit the minerals.** Failure to provide this information may delay processing. For your convenience, a W-9 Form is also enclosed.
- The Corroborating Affidavit (second signature) **MUST** be signed by a person other than the one making the foregoing affidavit and who is **NOT** a member of the family.
- This form must be signed in the presence of a Notary Public.
- The completed, fully executed and notarized Affidavit of Heirship needs to be recorded in the county/parish where the property/properties are located. Please call the applicable County Clerk office directly for additional information regarding the recordation process.

Once the Affidavit of Heirship has been recorded and returned to you, a copy of the recorded document must be furnished to our office via the following options:

Owner Relations Fax: 281-667-3522

Owner Relations Email: [leasecustomerservice@shell.com](mailto:leasecustomerservice@shell.com)

Mailing address:  
SHELL TRADING (US) COMPANY  
ATTN: Division Order Department – Lease Crude  
P O Box 4604  
Houston, TX 77210-4604

**\*\*\*\* PLEASE DO NOT SEND ORIGINALS TO OUR OFFICE. \*\*\*\***

**Important: Since a recorded Affidavit of Heirship is being provided to our office, please note distribution will be made according to the descent and distribution laws of the state where the property/properties are located, NOT as per the terms of the Will.**

**NOTE: If ANY HEIRS of the decedent have died since his or her death, we require the same decedent requirements.**