



GUIDANCE FOR REQUIRED T-4 DOCUMENTATION

January 2024

Scenario	Action/Filing Type	Cover Letter	Form T-4B Transfer Certification	*Non-Utility Certificate	Overview Map	Shapefile	Other Side of Transfer	Sworn Statement
New pipeline (when operator has no existing permits)	New Permit	Required		May be required for Gas permits	Required	Required		
Pipeline acquired (when operator has no existing permits)	New Permit	Required	Required	May be required for Gas permits	Required	Required	Required, within 30 days of initial transfer	
Entire permit divestiture (operator change)	Divesting Transfer (Full)	Required	Required	May be required for Gas permits			Required, within 30 days of initial transfer	
Entire permit acquisition (operator change)	Acquiring Full Transfer	Required	Required	May be required for Gas permits				
Entire permit acquisition (into acquiring operator's existing permit)	Acquire Transfer Merge	Required	Required	May be required for Gas permits	Required	Required		
Partial permit divestiture	Divesting Transfer (Partial)	Required	Required	May be required for Gas permits	Required	Required	Required, within 30 days of initial transfer	
Partial permit acquisition	Amendment	Required	Required	May be required for Gas permits	Required	Required	Required, within 30 days of initial transfer	
Adding, removing, or modifying pipeline	Amendment	Required		May be required for Gas permits	Required	Required		
Reclassifying permit from Common Carrier to Private	Amendment	Required			Required			Required
Updating Operator addresses (this can only be done after the update has been officially approved and issued by the P-5 Department)	Amendment	Required						
Merging permits (must inactivate permit being merged before amending keeper permit)	Amendment	Required		May be required for Gas permits	Required	Required		
Cancel permit (no Active pipelines remaining)	Inactivate	Required		May be required for Gas permits				
Renewal	Renewal	Required		May be required for Gas permits	Required			
Reactivate permit	Reactivate	Required		May be required for Gas permits	Required			

***NOTE: A completed Non-Utility Certificate is required if a permit is classified as Private but buys, sells, or transports gas that is not their own.**

For help with a permit application, visit the Commission's [Permitting and Mapping](#) website or email the Permitting Department at POPS@rrc.texas.gov.