

## TIPS TO ENSURE YOUR LEGAL ID IS APPROVED BY THE AGENCY

Following is a list of guidelines to help you correctly complete the Legal Identity Report, MSHA Form 2000-7. Review the list and keep it handy. By following the guidelines, your report is less likely to be rejected.

Upon completion, proof-read the entire Legal Identity Report, not just the information you are entering. Even if you did not enter previous information, and our office finds that it is incorrect, the report will be rejected.

- **Read all on-line or paper copy instructions.**
- Do not use someone else's sign-on or password when filing online. Create your own; it doesn't take long. After you click on the File online link, click on the New EGov users register here link under the registration heading at the bottom of the login screen
- The report must be completed by someone who has full and complete knowledge of the company. If your written or electronic signature is on the form, you are responsible for the information reported and its accuracy.
- The *effective date* is the date that the changes took place. Dates on reports must go in chronological order. If the last one you sent in was dated August 1, 2007 the next available date you may use is August 2, 2007. Please contact one of the individuals located at the bottom of this page if there is an issue with an effective date or another question regarding the form.
- The *official business name of the operator* is the name of the company or organization that operates the mine. If the company is a doing business as (DBA), put the complete name in the field. For example, ABC Excavating Corp. DBA Apple Mining Inc.
- If this mine was previously operated by another company, be sure to enter the new operator name correctly. Double check your information; if it is a new company operating at the mine, you need the correct corresponding employer identification number.
- The *address of record* is the address where proposed assessments will be delivered to. A street address must be provided because proposed assessments are delivered by FedEx.
- The *type of business* refers to the setup of the business of the operator. Select the appropriate type. If the company name ends with Inc., it is most likely incorporated. If it ends with LLC, the company is most likely a limited liability company.
- The *Employer Identification Number* is the number assigned to the operating company by the IRS. Enter all nine digits. Your company's payroll/accounting or legal department/offices should have this information.
- *Individuals/Organizations with ownership interest* refer to who owns the operating company. For example, if the name of the operating company is Apple Mining Inc, do not enter Apple Mining Inc. in this section. Enter the owner of the company. If there are multiple stockholders/owners, enter the officers/directors of the company, i.e., Chief Operating Officer (COO), Chairman of the Board (COB), President, or Vice-President. Persons listed in this section must be high ranking officials. Do not enter the Safety Director, or the Office Manager. If the President of the company is also the office manager, enter the title of President. Also, Mr., Mrs., Ms. Are not acceptable titles. Do not use nicknames; make sure the names provided are official, legal names (found on Drivers License, Social Security Card, or Birth Certificate).
- The *state of incorporation* is the state in which the article of incorporation was filed, not necessarily the state that the mine or the office is located in.
- *Parent company* information should only be provided if there is another company higher in the organizational structure.
- *Parent company EIN* is the employer identification number for the parent company. It is different than the one you already entered. If it is the same, double check your information with the accounting/legal departments/offices.

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