

ApplicationXtender (AX) Search Instructions

The West Virginia DEP is working to improve public access to electronic permitting files. External users can access the following permitting, inspection and compliance files through AX.

Water and Waste Permitting
Mining and Reclamation Article 3 Permitting
Mining and Reclamation NPDES Permitting
Air Quality Permitting
Oil and Gas Permitting
Oil and Gas Coalbed Methane Files
Water and Waste Hazardous Waste Files

The link to access ApplicationXtender is <https://documents.dep.wv.gov/AppXtender/>

On the “Welcome” screen there are (3) information boxes... the first box automatically defaults to DEPAX

In the second information box type in - **DEP**

In the third information box type in the word **DEP** and select sign-in. **DO NOT** select the box that says Request Full Test Search Support

When the screen opens, you will see searchable files on the left side - click on the arrow of the relevant selection and you will get a drop-down menu with a “New Query” search option

Select the “**New Query**” option and a search box will appear

In the “**primary id field**” enter the permit number, facility ID or API number and select RUN at the bottom and files should appear - if there is information available regarding that permit. If you do not have or know the permit number you may input the operation name in the “Responsible Party” search field or search using other permit criteria, such as the document type. If you are unsure of permit number or other information you can use * as a wildcard option to search.

Users can also view the following YouTube video to learn how to use the AX Document Management System. https://www.youtube.com/watch?v=F79htEjt5_Y

When you have finished using the AppXtender system please be certain to log out by clicking on the arrow icon in the blue banded area at the top far right.