

## NovaROC – Frequently Asked Questions

1. [I hate my long Password. How do I change it?](#) Under “Client Account”, choose “Change Password”.
2. [Do I have to be a registered prospector to acquire an exploration licence?](#) No, these are independent of each other.
3. [How do I add an agent?](#) Under “Client Account”, choose “Agent Management”.
4. [How do I get contact information for other clients?](#) IF THE CLIENT IS/WAS PREVIOUSLY a right holder, use the “Search” tab. Enter their name in the “Holder Name” field.
5. [How do I search on a map?](#) Click on the toggle for binoculars (advanced search); under the Field tab, double click on the option called Right Number; from the key pad, click on the equal sign (=); then in the text box, type the five digit licence number in single quotation marks (example: ‘50397’).
6. [Where can I find the name of the licensee?](#) If you have the licence number, which can be found on the map, go to the “Search” page, and enter the licence number in the “Right Number” field.
7. [How do I determine who the land owner is?](#) This information is not available through the NovaROC system. Contact Nova Scotia Land Registry.
8. [How do I list my rights quickly?](#) Two methods: Use portfolio in client page OR open search; enter holder name; select status “Active”; click Next.
9. [How do I find out how much credit I have on my licence?](#) Search licence number.
10. [How do I see where my old licence was?](#) Turn on layer “Inactive Licences” in Layer List.
11. [I want the claim data from NovaROC in a format I can use in my GIS. Where do I get it?](#) Go here: <http://novascotia.ca/natr/meb/download/gis-data-maps.asp>  
And choose “Mineral Rights” to download GIS data that is less than 24 hours old.
12. [I have locations in my GPS how do I locate them on NovaROC?](#) Ensure GPS is set to Projection: UTM NAD83 (zone 20); Units Metres. Use “Draw and Measure tool to add point to the map in general location. Click and hold on point to select and move it while looking at Easting and Northing values at bottom of map.
13. [Where can I find Part B of the Drilling Notification?](#) The Part B is attached to the confirmation email you received from NovaROC at the time you submitted Part A of the Drilling Notification.