

When you register a new entity in the System for Award Management (SAM) at www.sam.gov to do business with the U.S. Government, we require a notarized letter stating you are the authorized Entity Administrator before we will activate your SAM.gov entity registration.

1. This notarized letter needs to:

- Be on your company/organization letterhead
- Be signed by your company President, CEO, or other authorized signature authority
- Contain your company/organization DUNS Number
- Contain your company/organization Legal Business Name (as associated with the DUNS Number)
- Contain your company/organization physical address (as associated with the DUNS Number)
- Contain the new Entity Administrator's name, phone number, address, and email address
- Contain the following statement above the signature block of your letter with the appropriate information inserted where noted:

“The purpose of this notarized letter is to designate **[insert name of Entity Administrator]** as Entity Administrator for **[insert Legal Business Name]**. I, **[insert Name and Title of signatory]**, hereby confirm that **[insert name of Entity Administrator]** is an authorized officer, agent, or representative of **[insert entity Legal Business Name, or, for individuals representing themselves, say him/herself]**. This letter will authorize **[insert name of Entity Administrator]** to have access to the System for Award Management (SAM). SAM is a computer system managed by the U.S. Government, and it is only accessible by individuals who are either authorized to represent a particular entity, or by individuals representing themselves. Accessing or using SAM, or information contained therein, for any unauthorized or illegal purposes, may have civil and criminal penalties, and may negatively impact the status of the SAM registration maintained on this entity. I, the below-signed, attest to the accuracy of all information contained in this letter.”

2. There is no cost to register in SAM -- it is free. However, if you choose to have a third-party company administer your SAM registration, with or without an associated fee, include the following statement in your notarized letter:

“For the purpose of registering with the United States Government through the online System for Award Management (SAM), I do hereby authorize **[insert name, phone number, address, and email address of the Third-Party Agent]** to act on behalf of **[insert entity Legal Business Name, DUNS Number, physical address, authorizing party’s email address, and phone number]**. This authorization permits **[insert name, phone number, address, and email address of the Third-Party Agent]** to conduct all normal, common business functions within SAM while binding the signatory to all actions conducted and representations made as a result of authorization granted herein.

3. If you will not have a third-party company managing your SAM registration, include the following statement in your notarized letter:

“For the purpose of registering with the United States Government through the online System for Award Management (SAM), I do not authorize any third party to act on behalf of **[insert entity Legal Business Name]**.”

4. Letters omitting either the third-party authorization referenced in Step 2 or the statement referenced in Step 3 will be considered unacceptable.

5. The new Entity Administrator must have an individual SAM User Account created with the e-mail address provided in the notarized letter.

6. You must mail the original letter signed by the Notary (the President or other authorized signatory) to:

FEDERAL SERVICE DESK
ATTN: [SAM.GOV](https://sam.gov) REGISTRATION PROCESSING
100 CAPITOL COMMERCE BLVD STE 309
MONTGOMERY, AL 36117-4260

7. We will review your letter prior to activating the SAM registration.