



about a month ago • ★★★★★

SAM requires a notarized letter to give access to new Entity Administrators. Your notarized letter needs to:

- Be on your company/organization letterhead, and be signed by your company President, CEO, or other authorized signature authority
- Contain your company/organization DUNS Number
- Contain the old CCR Primary and Alternate POCs' name (if you know it)
- Contain the new Entity Administrator's name, phone number, address and email address
- Provide a justification for the change
- Contain this statement above the signature block of your letter and insert the appropriate names where noted:

○ “The purpose of this notarized letter is to designate **[insert name of Entity Administrator]** as Entity Administrator for **[company]**. I, **[name and title of signatory]**, hereby confirm that **[Insert name of Entity Administrator]** is an authorized officer, agent, or representative of **[insert entity 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 Federal 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.”

Please note that the United States Federal Government **does not** charge or require any fees in order to be registered into the System for Award Management, nor does it charge any fee to receive assistance from the Federal Service Desk, which is the Help Desk that services SAM.

If the administration of the company's SAM record is to be managed by a 3rd party company include the following:

- For the purpose of registering with the United States Government through the online System for Award Management (SAM), I, the below signed, do

hereby authorize the following person who is not directly affiliated with the Entity listed above, to act on behalf of the Entity: **[insert full name, phone number, address, and email address of the Third-Party Agent]** (Designated Third-Party Agent). This authorization permits the Designated 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. I have checked the Third-Party Agent Designation box and completed the above information to indicate that the designated Entity Administrator is a third-party agent.

If the administration of the company's SAM record **will not** be managed by a 3rd party company include the following:

- “For the purpose of registering with the United States Federal Government through the online System for Award Management (SAM), I do not authorize any 3rd party to act on behalf of **[company organization, agency]**.”

**NOTE:** Letters omitting either 3rd party authorization or denial will be considered unacceptable.

The following Notarized Letter templates are available to assist with creating your notarized letter:

- Template 1 - Single Entity
- Template 2 - Multiple Domestic Entities
- Template 3 - International Entity (No US Banking Info)

**NOTE:** If you are outside of the United States, you may contact the United States Embassy Consulate to get your letter notarized.

### **Submitting Notarized Letter to Federal Service Desk**

The letter must be notarized, scanned, and submitted to the Federal Service Desk ( [www.fsd.gov](http://www.fsd.gov) ). Follow the steps below to submit the scanned notarized letter to the FSD:

**NOTE:** The new Entity Administrator must have an individual SAM User Account created with the e-mail address provided in the notarized letter in order for the FSD to process your request.

1. Log in to FSD.gov
2. Click **Create an Incident**.

## Federal Service Desk

Start here for help on U.S. Government contracts and grants systems

### Have a question?

Use the search bar to search our public knowledge base to answer any question you may have. Or if you see your question in our Help Topics, click on the link to navigate to all articles associated with that category.

### Search Knowledge Base



### Still have a question?

If you are unable to find an answer to your question using search knowledge base or help topics, you can select **Create an Incident** to login and submit a ticket or you can select **Live Chat** to login and chat with the FSD Service Desk.

Create an Incident

Live Chat

3. Select **System for Award Management (SAM)** in the **System Name** field.

### Create an Incident

**\* System Name**

System for Award Management (SAM)

**\* Issue Type**

-- None --

**\* Business Type**

-- None --

DUNS / AAC / DoDAAC

Name of Exclusion

Cage Code

**\* Subject**

**\* Please describe the issue below**

Submit

Required information

**Business Type** **Business Type** **Subject**

**Please describe the issue below**

Rectangle

Add attachments

4. Select **SAM: Notarized Letter** in the **Issue Type** field.

### Create an Incident

**\* System Name**

System for Award Management (SAM)

**\* Issue Type**

SAM: Notarized Letter

**\* Business Type**

-- None --

Submit

Required information

**Business Type** **Business Type** **Subject**

**Please describe the issue below**

5. Fill out all remaining fields.

6. Select the **Paperclip** icon to add attachments and attach your scanned notarized letter.

Entity Administrator Email Address

\* Account Administration Preference

-- None --

Attestation- Signed

Has the form been notarized?

 Add attachments

7. Once you have filled out all required information and attached your notarized letter, click **Submit**.

Create an Incident

\* System Name

System for Award Management (SAM)

\* Issue Type

SAM: Notarized Letter

\* Business Type

-- None --



Required Information

[Business Type](#) [Subject](#)

[Please describe the issue below](#)