How can I become the new administrator for our entity registration?

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

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

5. Fill out all remaining fields.
6. Select the **Paperclip** icon to add attachments and attach your scanned notarized letter.
7. Once you have filled out all required information and attached your notarized letter, click **Submit**.