

Instructions for the authorized agency representative signature

There are three (3) forms that require an **authorized** agency representative signature. These forms are:

Statement of Assurances and Compliance

Affidavit

Signature Page

Statement of Assurances and Compliance

After reviewing the completed application the representative should:

- Read and check off each assurance before signing.
- Sign and date the assurances in the indicated space.

Continuing Certification Affidavit

1. Print the name and title of the authorized agent.
 - a. The person submitting the signed affidavit must be authorized to act on behalf of the agency and/or board.
2. Print the legal name of the organization.
3. Sign and date the affidavit after reading.

Authorized Agency Representative Signature Page

1. After reviewing each form for accuracy and completeness the agency representative will initial each statement.
2. Authorized representative will then sign and date the form, again as a verification that everything being submitted is accurate and complete.
3. Authorized representative will print their name and title on the indicated line.
4. Authorized representative will provide his/her phone number and email address.