

Background

The System for Award Management (SAM) is a computer system accessed by the Internet managed by the U.S. Government. Entities must have an active registration in SAM to do business with the U.S. Government. An "entity" is the company, business, or organization registering in SAM. Each entity is represented by a nine-digit unique entity identifier, the Data Universal Numbering System (DUNS®) Number as issued by Dun & Bradstreet.

Only individuals who are authorized to represent a particular entity, or individuals representing themselves as an entity, may register an entity in SAM. 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 for the entity.

Instructions to Entity

1. International Entity, No U.S. Banking Information. Use this template to formally appoint an Entity Administrator for a single international entity only if your entity does not use banking information from a U.S. financial institution in your SAM entity registration.

2. Complete the template. Fill in the blanks. Enter the highlighted information on the next two pages. Do not include this instruction page in your letter.

3. Print the letter on your entity's letterhead. If you don't have letterhead, enter your entity's legal business name and physical address at the top of the letter before printing.

4. Sign the completed letter. Make sure the person who signs the letter is someone with signatory authority, i.e. who can make commitments on behalf of the entity like an executive, officer, partner, or other authorized representative.

5. Scan the completed, signed letter. Submit a copy to the Federal Service Desk by creating a service ticket at <https://www.fsd.gov> and attaching the scanned letter. Your registration can be conditionally activated for 45 days if you have an approved, scanned copy of the letter on file.

6. Mail the completed, signed letter. It must be received at the address below within 45 days of activation or your registration will be expired.

FEDERAL SERVICE DESK
ATTN: SAM.GOV REGISTRATION PROCESSING
460 INDUSTRIAL BLVD
LONDON, KY 40741-7285