**Step 1:** Determine which template is required.
- I need to formally appoint an Entity Administrator for a single international entity. We do not use banking information from a U.S. financial institution (see note) in our SAM entity registration. - Use Template 3

- I need to formally appoint an Entity Administrator for a single international entity. We do use banking information from a U.S. financial institution (see note) in our SAM entity registration. - Use Template 1

**Note:** International entities registering in SAM are not required to enter banking information for Electronic Funds Transfer (EFT) on the Financial Information page of the entity registration. Those fields are optional. An international entity may enter banking information for EFT if they use a U.S. financial institution.

**Step 2:** Complete the template and print 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.

If using Template, 1 proceed as follows:

**Step 3:** Sign the completed letter in the presence of the notary.
- Make sure the person who signs the letter is someone with signatory authority, i.e. someone who can make commitments on behalf of the entity like the president, CEO, or other authorized representative.
- Confirm your identity in accordance with your local notary procedures.

**Step 4:** Scan the completed, signed letter.
- Submit a copy to the Federal Service Desk by creating a service ticket and attaching the scanned letter.
- Your registration can be conditionally activated if you have an approved, scanned copy of the letter on file.

**Step 5:** Mail the completed, signed, notarized letter to the Federal Service Desk.
- 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  
UNITED STATES OF AMERICA

If using Template 3, proceed as follows:

**Step 3:** Sign the completed letter
• Make sure the person who signs the letter is someone with signatory authority, i.e. someone who can make commitments on behalf of the entity like the president, CEO, or other authorized representative.

**Step 4: Scan the completed, signed letter.**
• Submit a copy to the Federal Service Desk by creating a service ticket and attaching the scanned letter (see below instruction)
• Your registration can be conditionally activated if you have an approved, scanned copy of the letter on file.

**Step 5: Mail the completed, signed letter to the Federal Service Desk.**
• 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
UNITED STATES OF AMERICA
FOUR STEPS TO SUBMIT ONLINE YOUR SCANNED DESIGNATION OF ENTITY ADMINISTRATOR

Step 1: Open FSD Website at: https://fsd.gov/

Step 2: Register for a New FSD.gov Account
Step 3: Submit a Web Form:

Step 4: Attach the Designation of Entity Administrator – (using template 3 if you do not use banking information from a U.S. financial institution) then click submit.