

ALERT: If you are registering a new entity in SAM.gov, you must provide an original, signed [notarized letter](#) stating that you are the authorized Entity Administrator before your registration will be activated. Read [our FAQs](#) to learn more about this process change.

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

Create A User Account



Start by creating a SAM user account.

After creating your account, you can
to do business with the U.S. government.

As of Apr 2018

New registrant is required to provide a notarized letter confirming the entity's Administrator allowed to register the entity in SAM and make changes to its registration BEFORE GSA will activate the entity's registration. The notarized letters must be mailed to the Federal Service Desk.

Entities registering from locations outside the United States – the entities MUST contact the Federal Service Desk as a part of this process, even though they do not have access to a notary. As a reminder, the Federal Service Desk's contact information is available at <https://www.fsd.gov>.

See Next Page for more detail information

International Phone number : +1 334-206-7828

Hours of Operation: Monday - Friday 8 a.m. to 8 p.m. ET

OFFICE OF SYSTEMS MANAGEMENT
Overview
Common Acquisition Platform (CAP)
Integrated Award Environment (IAE)
Governance and Guidance
Business Operations
IAE IT
Outreach and Stakeholder Engagement
Program Planning, Analysis, and Control
Mission, Vision, Values
Architectural Principles
Systems and Services
IAE Press Kit
Beta.SAM.gov Press Kit
The IAE Digest Quarterly Newsletter
> SAM Update

SAM Update

Alleged Fraudulent Activity in SAM - Updated April 19, 2018

GSA's System for Award Management (SAM) is supporting an active investigation by the GSA Office of Inspector General (OIG) into alleged, third party fraudulent activity in SAM. At this time, only a limited number of entities registered in SAM are suspected of being impacted by this alleged fraudulent activity.

GSA has already taken proactive steps to address this issue and has notified affected entities. GSA will continue to work with the OIG and law enforcement agencies to take additional action as appropriate.

These proactive steps include requiring submission of an original, signed notarized letter identifying the authorized Entity Administrator for the entity associated with the Data Universal Numbering System (DUNS) number before the registration will be activated. GSA posted instructions for domestic entities and instructions for international entities for easy reference. This requirement went into effect on March 22, 2018 for new entities registering in SAM. This requirement will go into effect April 27, 2018 for existing registrations being updated or renewed.

What is GSA doing to address the problem?

GSA's SAM team is supporting GSA's OIG in an active investigation into alleged, third-party fraudulent activity related to SAM. GSA has taken a number of proactive steps to address this issue and is in the process of making system modifications to prevent improper activity going forward. In the interim, GSA expired, then deactivated any entity registrations that appeared to have been affected. These entities are being advised to validate their registration information in SAM, particularly their financial information and points of contact, before reactivating the entity registrations. Further, GSA has begun implementing additional reviews during the registration process to prevent future issues.

Who was impacted?

Entities with registrations that appeared to be impacted were notified. Instructions were provided explaining how to validate registration information and how to reactivate the registration. In addition, entities whose bank account information for Electronic Fund Transfer (EFT) changed within the last year were notified. Although not associated with suspicious activity, these entities are required to validate their registration information, particularly their EFT information.

What is an entity?

In SAM, you, your company, business, or organization is referred to as an “entity.” Individuals register themselves or their entity to do business with the U.S. Federal Government by completing the registration process in SAM.

What should entities registered in SAM do to protect themselves and confirm that their bank account information has not been changed?

Entities registered in SAM are advised to log into SAM and review their registration information, particularly their bank account information for Electronic Funds Transfer (EFT) on the financial information page. Contact the supporting Federal Service Desk at www.fsd.gov, or by telephone at [866-606-8220](tel:866-606-8220) (toll free) or [334-206-7828](tel:334-206-7828) (internationally) Monday through Friday from 8 a.m. to 8 p.m. (EDT), for FREE assistance. Entities are responsible for ensuring that their information is current and correct in SAM in accordance with paragraph (b) of Federal Acquisition Regulation (FAR) clause 52.232-33 or Title 2 of the Code of Federal Regulations Part 25 (2 CFR § 25.310 and Appendix A), as applicable, and should routinely review such information for accuracy.

Who should entities contact if they find that payments due them from Federal agencies have been paid to a bank account that other than their own?

If an entity suspects a payment due them from a Federal agency was paid to a bank account other than their own, they should contact the Federal Service Desk at www.fsd.gov, or by telephone at [866-606-8220](tel:866-606-8220) (toll free) or [334-206-7828](tel:334-206-7828) (internationally), Monday through Friday from 8 a.m. to 8 p.m. (EDT), for FREE assistance.

What interim changes have been made to the SAM registration process?

The proactive steps taken by SAM to address this fraudulent activity include requiring an original, signed [notarized letter](#) identifying the authorized Entity Administrator for the entity associated with the DUNS number before a new SAM.gov entity registration will be activated.

What future changes are coming to the SAM registration process?

Beginning on April 27, 2018, entities renewing or updating their registration will be required to submit an original, signed notarized letter confirming the authorized Entity Administrator associated with the DUNS number before the registration is activated.

Who should an international entity contact if they are unable to complete the notarized letter process?

Entities not located in the U.S. or its outlying areas should [read the international entity instructions](#) posted at the Federal Service Desk that outline procedures and provide links to letter templates. If they have additional questions, international entities should contact the Federal Service Desk at www.fsd.gov, or by telephone at [866-606-8220](tel:866-606-8220) (toll free) or [334-206-7828](tel:334-206-7828) (internationally), Monday through Friday from 8 a.m. to 8 p.m. (EDT), for FREE assistance.



KB0013221

[Home](#) > [Search Results](#) > I am registering an international entity (not located in the U.S. or its outlying areas). How do I comply with the requirement to

I am registering an international entity (not located in the U.S. or its outlying areas). How do I comply with the requirement to submit a letter formally appointing an Entity Administrator?

Answer :

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.

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Was this answer helpful?



Yes



No

Print, Share and Follow this answer



Share



Print



Email

Answers others found helpful

[How do I update my SAM.gov registration on beta.SAM.gov?](#)

[If an individual or firm appears in the list of inactive exclusions, can an award be made to the individual or firm?](#)

Template 3 - International Entity, No U.S. Banking Information

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
UNITED STATES OF AMERICA

End of instructions. Complete the template that follows.

[Insert Date]

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

SUBJECT: Information Required to Activate SAM Entity Registration

Purpose of Letter

The purpose of this letter is to formally appoint an Entity Administrator for each named Entity and to attest to the accuracy of the information contained in the entity registration.

Designation of Entity Administrator

I, [Insert Name and Title of Signatory], the below signed individual, hereby confirm that the appointed Entity Administrator is an authorized officer, agent, or representative of the Entity. This letter authorizes the appointed Entity Administrator to manage the Entity's registration record, its associated users, and their roles to the Entity, in the System for Award Management (SAM).

Entity Covered by this Letter

DUNS® Number: _____

Legal Business Name: _____

Physical Address: _____

Entity Administrator Contact Information

Full Name: _____

Phone Number: _____

Email Address: _____

**The Entity Administrator must have an individual user account in SAM associated with the email address listed.*

Account Administration Preference (ONLY CHOOSE ONE)

You must choose **ONE** of the two following statements by checking the applicable box. Remember, there is no cost to register in SAM -- it is free. However, if you choose to have a third-party agent administer your SAM registration, with or without an associated fee, you must check the Third-Party Agent Designation box below.

☐ **Self-Administration Confirmation**

For the purpose of registering with the United States Government through the online System for Award Management (SAM), I do not authorize any third party to act on behalf of the Entity listed above. I have checked the Self-Administration Confirmation box to indicate that the designated Entity Administrator is not a third-party agent.

☐ **Third-Party Agent Designation**

For the purpose of registering with the United States Government through the online System for Award Management (SAM), I do hereby authorize **[insert full name, phone number, address, and email address of the Third-Party Agent]** (Designated Third-Party Agent) to act on behalf of the Entity listed above. 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.

Attestation

I, the below-signed, attest to the following:

- All information contained in this letter is complete and accurate.
- The designated Entity Administrator listed above has an individual SAM User Accounts created with the email address provided in this letter.

Respectfully,

[Insert Full Name of Signatory]

[Insert Title of Signatory, e.g. Director of Contracting, Managing Partner, Vice President for Research, etc.]

[Insert Email of Signatory]

[Insert Entity Legal Business Name]

[Insert Entity Physical Address]