

Information on SAM.gov Registration and Notarized Letter Requirements Provided by GSA

1. Regarding the submission of notarized letters, entities are asking questions about:

a. Whether they should expect an email or a letter that confirms receipt?

There is no email to confirm receipt of the letter. Once the letter is received, it is opened and sent forward for processing. An email is sent once the letter is processed (an FSD ticket is created when the letter has been reviewed). The email will contain information about whether the letter is accepted or rejected. If rejected, the letter will include the reason for rejection and instructions to resolve the issue.

b. Whether they should mail their letter via Certified Mail, Return Receipt Requested?

Incoming letters are handled in the order received. Entities may send the letter using certified mail to get the return receipt or use an express mail service if they wish to track the physical receipt of the letter.

c. How they will be notified once their letter is accepted or rejected?

The entity administrator will receive an email after the review is completed. The email will contain information about whether the letter is accepted or rejected. If rejected, the letter will include the reason for rejection and instructions to resolve the issue.

d. What the estimated processing time is?

The processing time is dependent on the volume of letters received, whether the letter is accepted/rejected, and the additional impact of including existing entities who are renewing or updating their registrations. As the data normalizes, we will share more information.

e. While waiting on a response, should entities log-in to SAM to check the status of their registration or update?

The last step of the notarized letter review process is for the Federal Service Desk representative to indicate in SAM the approved letter is on file. If the registration is in submitted status and has passed all other external validations, it should be active within the hour. SAM will also send an acknowledgement when the registration is active. Entities are welcome to use the Check Status tab in the SAM main navigation bar at any time to see where their registration is in the review process.

2. In the event that an entity is facing an imminent contract award while awaiting approval of their notarized letter, is there a way to:

a. Receive a provisional approval?

All entities must complete the process in its entirety. Entities are unable to request an expedited review of their notarized letters. When the Government determines a need, a Government contracting officer may submit a request for escalation to their designated IAE Change Control Board member. The IAE Change Control Board member is able to submit the request to GSA for escalation.

b. Request a communication from GSA or the Federal Service Desk to the contracting officer, explaining the entity's status?

The contracting officer can track the status of the registration through the status tracker on SAM. If the registrant has cleared the CAGE review process and the notarized letter is approved, the registration will be activated. If a notarized letter is received and approved prior to completion of the CAGE approval, the file will be flagged so the registration can move forward to activation immediately after CAGE approval.

c. Request that the GSA/FSD expedite the processing/approval of their notarized letter?

When the Government determines a need, a Government contracting officer may submit a request for escalation to their designated IAE Change Control Board member. The IAE Change Control Board member is able to submit the request to GSA for escalation.

d. Otherwise protect the entity, who is awaiting the processing of their letter, from contract disqualification?

Entities are required to be registered in SAM prior to award in accordance with FAR Subpart 4.11 requirements. The notarized letter is now part of the registration process. GSA cannot exempt entities from registration.

3. **Any updates you can provide on:**
 - a. **Common problems with notarized letters which have been rejected.**

GSA recommends the following to entities submitting notarized letters:

1. Use one of the templates provided in the FAQs. Review the applicable instructions for [domestic entities](#) or [international entities](#) to ensure you select the appropriate template.

2. Complete all sections of the template to avoid these main causes of rejection:

*** Failure to include a statement clarifying your account administration preference.** On the template you are directed to select one of two choices for who can administer your account. You can select either self administration confirmation or third party agent designation. Your letter must indicate one or the other.

*** Information not matching.** Double check that the appointed Entity Administrator's email address and phone number, as well as the entity physical address, match the information contained in the SAM registration. Take the extra time to ensure all information is accurate and complete or you will be required to submit another hard copy notarized letter.

*** Missing digits in the DUNS Number.** Include all nine digits of your DUNS Number. Do not ignore leading and ending zeros. Double check the DUNS Number for accuracy against your SAM registration.

- b. **Estimated time when notarized letters will no longer be required.**

GSA is working to develop alternatives to the requirement to formally appoint the Entity Administrator using an original, signed notarized letter. As alternate methods become available, GSA will update SAM.gov and the FSD.gov sites.

Information on the reason for SAM.gov registration notarized letter requirements:

<https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/sam-update>

SAM.gov FAQs for Domestic Entities and Notarized Letters:

https://www.fsd.gov/fsd-gov/answer.do?sysparm_kbid=d2e67885db0d5f00b3257d321f96194b&sysparm_search=kb0013183