Letterhead

Name of [your Company]

Letter signer

Address of Company

City, State, Zip

Country

Date

Verify Team

OAR/OTAQ/CISD

US EPA, NVFEL

2000 Traverwood Drive

Ann Arbor, MI 48105

Dear Verify Team:

The purpose of this letter is to identify [your Company]’s authorized users of the US EPA’s Verify system. [your Company]’s EPA manufacturer code is [XXX] and this letter concerns the [list those that apply] industry(ies).

I acknowledge that the individual(s) listed below and whose contact information is shown in the enclosure work(s) for [your Company] and is authorized to submit documents on [your Company]’s behalf and perform the other functions as indicated. I further attest that we have validated that all users possess a valid current primary Government Picture ID, that the IDs have been inspected to compare picture to applicant, that we have recorded the ID number and issuer as well as the address and Date of Birth on the ID, and that we will keep a record of the above information for a minimum of five years after user employment termination or change in position.

If the business relationship (with respect to Verify) between any of these authorized users and this company changes (e.g. an employee leaves the company or we do not renew the contract for an agent representing us) I will notify EPA of the change in a letter similar to this one.

Regards,

/S/

{Name of Company} Authorized Verify Users

Name of User #1

Name of User #2 . . .

Enclosure: User Contact Information Spreadsheet