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How to Complete Your Georgia Business Authorization Letter

Authorized representative letter

INSTRUCTIONS — KEEP FOR YOUR RECORDS. DO NOT ATTACH THIS PAGE TO YOUR LETTER.

About this form. This letter lets a business **authorize an employee or agent to act for it** on a specific matter, such as picking up documents, filing permits, handling an account or signing for deliveries. Agencies and vendors often require it notarized.

1. **Company and representative**
   Enter both, including the representative's ID number.
2. **Authority and dates**
   Describe exactly what the representative may do and for how long.
3. **Owner or officer signs before a notary**
   Bring a current photo ID.

Signing requirements: Signed by a company owner or officer before a notary public.

After It's Signed

- Give the original to the representative and keep a copy.
- Need it for use in another country? We can obtain an apostille from the Georgia Superior Court Clerks' Cooperative Authority for you.

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Have questions about this letter? To consult with an attorney, contact **Gavrilov & Brooks Law Firm** at **(916) 504-0529** or **www.gavrilovlaw.com**.

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BUSINESS AUTHORIZATION LETTER

Authorized Representative • State of Georgia

Date

COMPANY

Legal name of company

EIN (optional)

Company address

AUTHORIZED REPRESENTATIVE

Name of representative

Title or relationship

ID / driver's license no.

Telephone

AUTHORITY

The company named above authorizes the representative to act on its behalf for the following purpose(s):

Describe the matter (e.g., pick up documents, file permits, sign for deliveries, handle a specific account or transaction)

Valid from

Valid until

This authorization is limited to the matters described and may be revoked in writing at any time. The company is responsible for the acts of the representative within this authority.

Name and title of person signing for the company

SIGNATURE

Sign only in front of the notary.

X

Signature of company officer or owner

Date

Printed name

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NOTARY ACKNOWLEDGMENT

State of Georgia
County of _____

On _____ (date), before me, the undersigned notary public, personally appeared _____ (name of company officer or owner), who proved to me on the basis of satisfactory evidence to be the person whose name is signed on this document and who acknowledged that he, she or they signed it voluntarily for its stated purpose.

_____ (Seal)
Signature of notary public

_____
Printed name of notary public

Notary seal

Notary Public, _____ County, Georgia
My commission expires: _____

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