

SAMPLE AFFIDAVIT OF E-SIGNER AND COMPANY AUTHORITY

STATE OF Refers to the State where the Affidavit is notarized

COUNTY OF Refers to the County where the Affidavit is notarized

I, **First and Last Name**, as an agent of **Company Name** having been first duly sworn on oath deposes and says:

I understand that the Wyoming Department of Environmental Quality ("DEQ") shall allow me to submit electronic documents to the ENV-ITE System under authorized programs in lieu of paper submissions.

I agree to protect my unique electronic signature device from compromise and from use by anyone except me. Specifically, I agree to maintain the secrecy of the password and PIN; I will not divulge or delegate my user name, password or PIN to any other individual; I will not store my password or PIN in an unprotected location; and I will not allow my password or PIN to be written into computer scripts to achieve automated log-in.

I agree to contact the DEQ ENV-ITE administrator at **wdeq.envite@wyo.gov** as soon as possible, but no later than 24 hours, after suspecting or determining that my user name, password and/or PIN have become lost, stolen or otherwise compromised.

I agree that I will review the contents of all electronic submissions prior to submission.

I understand and agree that I will be legally bound, obligated, or responsible by my use of my electronic signature, as I would be using my hand-written signature.

I understand that I will automatically receive an e-mail receipt from the DEQ's ENV-ITE System for any submission that contains a valid electronic signature, identifying the document received, the signatory, and the date and time of receipt.

I agree that I will contact the DEQ ENV-ITE Administrator if I do not receive an e-mail receipt as specified above within five (5) business days for any submission to the DEQ's ENV-ITE System.

I understand that I will have the opportunity to review the document submitted in a human-readable format and an opportunity to repudiate the electronic document based on this review.

I understand that the DEQ's ENV-ITE System will automatically reject any electronic document submitted without a valid electronic signature if such signature is required.

I understand that the DEQ may contact the Company Official(s) who signs below to authorize me as signatory for the company in order to verify my identity.

I agree to notify the DEQ ENV-ITE System Administrator if I cease to represent the regulated entity specified above as signatory as soon as this change in relationship occurs and I agree to retain a copy of this signed affidavit as long as I continue to represent the regulated entity specified above as signatory of the company's electronic submissions.

Signature: **Signature of ENVITE account holder** Print Name and Title: _____

ATTEST	_____ (Seal)
Subscribed in my presence and sworn to before me this _____, day of _____, 20____. Witness my hand and official seal:	
My Commission Expires: _____	_____ Notary Public

I/We, could be a Director; or Corporate Officer; or Mayor; or Elected Official, as an agent of COMPANY NAME having been first duly sworn on oath deposes and says:

I/We, Director; or Corporate Officer; or Mayor; or Elected Official, assign the following person to e-sign electronic documents to the ENV-ITE System under authorized programs in lieu of paper submissions:

Authorized Program:	<u>EDMR</u>
Name:	<u>First and Last Name</u>
Title:	<u>Title</u>
Employed by or on behalf of:	<u>Company Name</u>
Address:	<u>Address of ENVITE account holder</u>
Phone:	<u>Phone Number</u>
e-mail (Required)	<u>eMail address</u>

I/We understand that is my/our responsibility to notify WDEQ in the event of:

1. The login credentials of the assigned person has been compromised (or suspected to have been compromised)
2. A facility has been closed
3. Change in employment status of assigned person
4. Name change of the assigned person

For corporations, non-profits, and LLCs: The corporation or entity, acting through the **officers** whose signatures appear below, acknowledges and accepts legal responsibility for the accuracy and completeness of any submissions (permits, data, etc.). Any submissions that are e-signed by the submitter are the corporation's or entities legal responsibility.

For governmental entities: The governmental entity, acting through the **officers** whose signatures appear below, acknowledges and accepts legal responsibility for the accuracy and completeness of any submissions (permits, data, etc.). Any submissions that are e-signed by the submitter are the government entities legal responsibility.

For partnerships and sole proprietorships: I/we acknowledge and accept legal responsibility for the accuracy and completeness of any submissions (permits, data, etc.). Any submissions that are e-signed by the administrator submitter are my/our legal responsibility.

Corporations, limited liability corporations, partnerships and governments require two individual signatures. For partnerships, the signatures must be general partners. For governmental entities, the signatures must be elected officials or officers that have the lawful authority to bind the entity.

Sole proprietorships require only the owner's signature.

ALL SIGNATURES MUST BE NOTARIZED.

Signature: Signature of 1st official representative Print Name and Title: _____

ATTEST	_____ (Seal)
Subscribed in my presence and sworn to before me this _____, day of _____, 20____. Witness my hand and official seal:	
My Commission Expires: _____	_____ Notary Public

Signature: Signature of 2nd official representative Print Name and Title: _____

ATTEST _____ (Seal)
Subscribed in my presence and sworn to before me this _____, day of _____, 20____. Witness my hand and official seal:
My Commission Expires: _____ Notary Public

Please mail this completed form to:

Wyoming Department of Environmental Quality
ENVITE
122 West 25th Street
Herschler Building, 4th Floor West
Cheyenne, WY 82002