

## EXAMPLE SIGNATURE BLOCKS AND CERTIFICATIONS

In many cases, the responsible party entering a Consent Order with the Department is a business entity rather than an individual. To assist Department staff in identifying the appropriate person to sign a Consent Order on behalf of a business entity respondent, this document provides example signature blocks and certifications of authority to sign/bind.

**PLEASE NOTE:** In most cases, you will not need to use a certification of authority. The sample certifications are only for use when you are unable to verify that the person seeking to sign the Consent Order is an officer, manager, or general partner. If, based on the information available on SUNBIZ, you can verify that the person seeking to sign the Consent Order is authorized to do so (see who can sign for each type of business entity in the signature blocks below), then you do not need to refer to the sample certifications **or contact OGC for advice.**

Information about business entities and their officers, manager, etc. is available at [SUNBIZ](http://www.sunbiz.org) ([www.sunbiz.org/search.html](http://www.sunbiz.org/search.html)). For businesses not listed there, contact OGC for advice on naming the proper parties.

Clicking on the following links will direct you to the corresponding sample:

### Example signature blocks:

- 1) Corporations *[this page]*
- 2) [Limited Liability Companies](#) – LLCs *[this page]*
- 3) [Partnerships](#)
  - a) General partnership - GP
  - b) Limited partnership - LP
  - c) Limited liability partnership - LLP
  - d) Limited liability limited partnership - LLLP
- 4) [Multiple entities](#)

### Example certifications of authority:

- 1) [Corporations](#)
- 2) [Limited Liability Companies](#) – LLCs
- 3) [Partnerships](#)
- 4) [D/B/A](#) (Doing Business As/Fictitious Name)

## EXAMPLES OF PROPER SIGNATURE BLOCKS

**CORPORATION** - *Only an officer OR a non-officer with written signatory authority (see certifications below) can sign.*

(Example)

GREEN EARTH, INC.,

By: \_\_\_\_\_  
Name: John H. Doe  
Title: President [or Secretary or Treasurer]

LLC – Only a Manager can sign.

(Example - LLC)

BIOHAZARD DISPOSAL, LLC

By: \_\_\_\_\_  
Jim Q. Brown, Manager [or Managing Member]

PARTNERSHIP – Only a General Partner can sign; a Limited Partner cannot sign.

(Example – general partnership)

MULCH RECYCLERS, GP, a Florida general partnership,

By: \_\_\_\_\_  
Jane Smith, General Partner

(Example – limited partnership (LP))

ORGANIC ENTERPRISES, LP, an Alaskan limited partnership,

By: \_\_\_\_\_  
Jonathan H. Smith, General Partner

(Example – limited liability partnership (LLP))

ORGANIC ENTERPRISES, L.L.P., a Virginia limited liability partnership,

By: \_\_\_\_\_  
John D. Doe, Partner [or Managing Partner]

(Example – limited liability limited partnership (LLLP))

ORGANIC ENTERPRISES, L.L.L.P., a Florida limited liability limited partnership,

By: \_\_\_\_\_  
John D. Doe, General Partner

**MULTIPLE ENTITIES** – When one type of business entity is the Partner/Manager/etc.

(Example)

Land Developer, L.L.C., a Florida limited liability company,

By: Development Solutions, L.P., a Florida limited partnership,  
Its Manager,

By: Developer Company, a Florida general partnership,  
Its General Partner,

By: Greenspace Corporation, a Florida corporation,  
Its Managing Partner,

By: \_\_\_\_\_  
Name: Jane R. Doe  
Title: President [or Secretary or Treasurer]

**EXAMPLE CERTIFICATIONS OF AUTHORITY**

**CORPORATION – Three examples are provided.**

**(Corp - Example 1)**

I, Jane R. Doe, the Executive Vice-President of Environmental Protection, Inc., named as Respondent in the Consent Order attached herein, hereby certify and represent to the State of Florida Department of Environmental Protection that the undersigned executed the Consent Order for and on behalf of said corporation and that in so executing said instrument. the undersigned was duly authorized to do so in her named capacity as officer and by so executing does hereby bind said corporation to the terms of said instrument as therein set forth.

\_\_\_\_\_  
Jane R. Doe  
Executive Vice-President

Dated: \_\_\_\_\_

**(Corp - Example 2 – Foreign Corporation)**

I, Joan B. Green, Secretary of Gross Point, Inc., a Georgia corporation (the "Company"), do hereby certify that the Vice President, John Q. Brown, is authorized and empowered to negotiate, enter into and execute, in the name and on behalf of the Company, any agreements, documents, instruments, certificates and other commitments and obligations that he deems or believes to be advisable and in the best interest of the Company, including, without limitation, the Consent Order attached hereto entered into between the State of Florida Department of Environmental Protection and the Company relating to Describe the facility or site at which the violations occurred, CITY, COUNTY, Florida , upon the effective date of the Consent Order.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said Company, this \_\_\_\_ day of \_\_\_\_\_, 200\_\_.

{SEAL}

*[or, if the corporation has no seal delete the paragraph above and use the following:]*

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Joan B. Green  
Secretary, Gross Point, Inc.

**(Corp - Example 3 – Non-officer signing)**

I, Jane B. Green, certify that I am the Secretary of Evergreen Properties, Inc., a Florida corporation (the “Company”) named as Respondent in the Consent Order attached herein; that Robert Doe, in his capacity as Environmental Manager of Evergreen Properties, Inc. is authorized to enter into and execute this Consent Order in the name and on behalf of the Company; that said Consent Order was duly signed by him for and on behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said Company, this \_\_\_\_ day of \_\_\_\_\_, 200\_\_.

{SEAL}

*[or, if the corporation has no seal delete the paragraph above and use the following:]*

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Jane B. Green  
Secretary, Evergreen Properties, Inc.

**LLC – Two examples are provided.**

**(LLC - Example 1)**

The undersigned, Jane B. Smith, Manager and President of Biohazard Disposal LLC, a Florida limited liability company (the “Company”), does hereby certify in the name and on behalf of the Company that I am a Manager and the President of the Company. The undersigned further certifies that:

(1) John H. Doe has been duly appointed Vice-President of the Company and is currently serving in that position.

(2) Pursuant to the Company’s Organizational Agreement, Operating Agreement and resolutions duly adopted by the Managers of the Company, Mr. Doe is authorized and empowered to negotiate, enter into and execute, in the name and on behalf of the Company, any agreements, documents, instruments, certificates and other commitments and obligations that he deems or believes to be advisable and in the best interest of the Company, including, without limitation, the Consent Order attached hereto entered into between the State of Florida Department of Environmental Protection and the Company relating to [Describe the facility or site at which the violations occurred](#), [CITY](#), [COUNTY](#) County, Florida.

*(continued on the next page)*

IN WITNESS WHEREOF, I have hereunto set my hand, this \_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Jane B. Smith  
Manager and President

**(LLC - Example 2)**

The undersigned, being all of the Members or Managers of Biohazard Disposal LLC (the "Company"), a Florida limited liability company, do unanimously agree and certify that:

- (1) Jane R. Brown, as President and Manager of the Company, is authorized and empowered to negotiate, enter into and execute, in the name and on behalf of the Company, any agreements, documents, instruments, certificates and other commitments and obligations that he deems or believes to be advisable and in the best interest of the Company, including, without limitation, the Consent Order attached hereto entered into between the State of Florida Department of Environmental Protection and the Company relating to Describe the facility or site at which the violations occurred, CITY, COUNTY, Florida.

IN WITNESS WHEREOF, the undersigned have executed this consent on the dates indicated below

_____ <u>NAME</u> <u>Member or Manager</u>	_____ <u>DATE</u>
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_____ <u>NAME</u> <u>Member or Manager</u>	_____ <u>DATE</u>
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_____ <u>NAME</u> <u>Member or Manager</u>	_____ <u>DATE</u>
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**PARTNERSHIP**

The undersigned, being all of the General Partners of Mulch Recyclers Partnership (the "Partnership"), a Florida general partnership, do hereby certify that:

- (1) LAURIE J. ROUGHTON, as General Partner of the Partnership, is authorized and empowered to negotiate, enter into and execute, in the name and on behalf of the Partnership, any agreements, documents, instruments, certificates and other commitments and obligations that she deems or believes to be advisable and in the best interest of the Partnership, including, without limitation, the Consent Order attached hereto entered into between the State of Florida Department of Environmental Protection and the Partnership relating to Describe the facility or site at which the violations occurred, CITY, COUNTY County, Florida.

IN WITNESS WHEREOF, the undersigned have executed this consent on the dates indicated below:

Laurie J. Roughton, General Partner	<u>DATE</u>
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<u>NAME</u> , General Partner	<u>DATE</u>
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<u>NAME</u> , General Partner	<u>DATE</u>
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**D/B/A (Doing Business As)**

This is to certify that the below named person, partnership, limited liability company or corporation conducts or transact business under the assumed or fictitious name in CITY, COUNTY, Florida.

- (1) The Assumed or Fictitious Name of Business is \_\_\_\_\_.
- (2) The business is owned by Identify entity type, e.g. sole proprietor, corporation, LLC, partnership, etc.

<u>Name</u>	<u>DATE</u>
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