

Instructions for Third-Party Authorization

Dear California Resident:

Before we can fulfill a personal information access or deletion request made by a third party on behalf of a California resident, the California Consumer Privacy Act (CCPA) requires us to obtain evidence that you authorize the third party to make the request on your behalf.

In order to authorize a third party to make a personal information access or deletion request on your behalf, please complete this Third-Party Authorization. Completing each line on the declaration with accurate information is required. The steps are:

Fields 1 to 4 - Fill in your name, your email, and address (this is for the person whose personal information is the subject of this request).

Fields 5 to 6 - Fill in the third party's name and email you are authorizing to make this request on your behalf (Authorized Third Party).

You must include which email address you request the report be sent to. You may only select one email address.

You must sign the Declaration in front of a notary. The notary will ask for evidence of your identity in order to complete the attached Notary Acknowledgement. Your bank or credit union may offer free notary services.

Once notarized, scan the completed document (the Declaration and Notary Acknowledgement) and email to ccpa@mortgageprogramsupport.com or fax to 208.547.5061

If we do not receive this signed and notarized Declaration, we will not be able to complete your request.

Third-Party Authorization Declaration

CALIFORNIA CONSUMER'S INFORMATION		
1. Legal Name:		2. Email:
3. Current Address:		
4a. City:	4b. State:	4c. ZIP Code:

AUTHORIZED THIRD-PARTY INFORMATION	
5. Legal Name:	6. Email:

Dear Representative,

I am a resident of the State of California. I am the individual listed above in Field 1.

Please accept this notarized declaration authorizing the Authorized Third Party named above in Field 5 to act as my representative in connection with my request to access or delete my personal information under the California Consumer Privacy Act of 2018, as amended.

I am directing you to send my personal information to the email address above

Field 2 **OR** Field 6 (select only one)

I certify (or declare) under penalty of perjury under the laws of the state of California that the foregoing is true and correct.

Signature: _____ **Date:** _____
(Signature must be notarized)

See Third-Party Authorization Declaration

NOTARY ACKNOWLEDGMENT

NOTE: A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____

County of _____

On _____ before me, _____ (name and title of officer),
personally appeared _____,

who proved to me on the basis of satisfactory and legally sufficient evidence to be the person(s) whose name(s) is/are subscribed to the within Third-Party Authorization Declaration and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of _____

that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(Seal)