Minnesota Department of Human Services
Office of Inspector General
Licensing Division

Applicant and License Holder Notarized Signature Form INSTRUCTIONS

BACKGROUND

The 2012 Legislature made several changes to Minnesota laws that now require Department of Human Services (DHS) license holders to provide additional and updated information. This form will help you comply with one important change: All applicants for a DHS license must designate one person to act as the *Authorized Agent* for the License Holder. The Authorized Agent is the individual that DHS will contact concerning all Licensing matters provided for in Minnesota Statutes, Chapter 245A and will be the individual that will be served legal notices, if any are issued. In the future, only the Authorized Agent can submit updates to your license holder information. This increases program integrity by ensuring that only someone authorized by the license holder submits changes affecting the license(s).

- If you are an **individual** license holder, you must designate yourself as the Authorized Agent.

- If you are a **nonindividual** license holder, you must designate one of your controlling individuals to be the Authorized Agent. You MUST enter that person's name as the Authorized Agent when you complete your 245D-HCBS online application.

IMPORTANT. You MUST complete this form BEFORE you log-on to the DHS e-Licensing system to begin a 245D-HCBS application.

Instructions for Completing the Form:

1. Complete the License Holder Identification Information Section.

2. The person who will be designated as the Authorized Agent must take the form to a notary public to have your signature witnessed and notarized. Do not sign until the notary tells you to sign. The notary will sign after you do. Usually any bank or courthouse has a notary public. Be certain to bring a picture ID with you, as the notary will need to review your ID in order to confirm your identity and signature.

Instructions for Submitting the Notarized Form to DHS:

1. Do NOT mail this form to DHS. Keep the signed, original form with your other business records. You may be asked to show the original form to a state or county licensor during an inspection.

2. SCAN the original document and save it to your computer as either a Word (".doc" or ".docx") or PDF file. You might want to call it "DHS Notarized Signature Form" or something similar. Open the file to be certain the form is readable. If you do not have a scanner, there are apps for many tablets and smartphones that allow you to scan a document and create a PDF, or you can see if your local library, copy center or a business store can assist you (there may be a charge for this service.)

3. When you are ready to submit your 245D-HCBS application, you will be asked to upload the scanned "DHS Notarized Signature Form" and submit the scanned form to DHS electronically.

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Minnesota Statutes 2012, section 245A.04, subdivision 1, requires a notarized signature of the applicant or license holder. You will have only one authorized agent for all of your licenses. This should be the same person you name as your authorized agent on your online application. If you decide to change your Authorized Agent in the future to another one of your controlling individuals, you will need to complete a new form and enter the name of the new Authorized Agent, and submit an electronic version of the new notarized signature form.

Always keep the original signed and notarized document with your business records.

Please complete license holder information - An incomplete form will not be accepted!

Full legal name of License Holder as it appears on your tax forms
SSN for Individual License Holder **OR** MN Tax ID for Nonindividual License Holder

Please have the Authorized Agent complete the Affidavit below when she/he is in front of a notary. She/he should also have a picture ID with them for the notary to review.

STATE OF MINNESOTA)
COUNTY OF _____)
(Insert Name of County Where Affidavit is Signed)

AFFIDAVIT OF AUTHORIZED AGENT

I, _____ (*print full legal name*), being sworn, state that I am the authorized agent for the license holder identified above. I understand that, by signing below, I am responsible for dealing with the commissioner of human services on all matters provided for in Minnesota Statutes, chapter 245A. I also understand that service of all notices and orders affecting any license held by the License Holder identified above may be made on me, in accordance with Minnesota Statutes 2012, section 245A.04, subdivision 1.

Subscribed and sworn to before me on

this ____ day of _____ , 20____ ,

_____
Notary Public

_____
Signature of Authorized Agent
(WAIT- SIGN ONLY IN FRONT OF A NOTARY PUBLIC)

After you get the form notarized: Keep the, original signed and notarized form with your other business records. You may be asked to show the original form to a state or county licensor during an inspection. You will NOT mail this form to the DHS Licensing Division. Instead, you will scan the document, save it to your computer, and send this form electronically when you complete your other updates using the DHS e-Licensing "License Holder Update Portal."