

Certificate of Authorization

A *Certificate of Vote Authorization* certifies that:

1. On a particular date, a city, town, commission or district has voted (generally at a town meeting, council meeting, selectmen's meeting, etc.) to hold a HHW collection event.
2. The city, town, commission or district has also voted to authorize someone to apply for a grant, sign a contract (grant agreement) and expend funds to run that event.
3. The person authorized to sign the contract (grant agreement) and expend funds will have the authority to do so for the life of the contract.

To accomplish this, the Certificate of Authorization may not be signed by the person signing the contract with DES. The person who signs the Certificate must be someone who, by their position, is in charge of recordkeeping for town meetings and town votes, and **the Certificate of Authority must state that fact**. This person who "certifies" items 1, 2 and 3 above is generally the town clerk but it could be someone else, such as the board of selectmen secretary.

Although the person who certifies the Certificate of Authority information signs and stamps his/her signature, it must also be verified by a notary public who must also sign and stamp the Certificate.

In some cases, such as for a planning district, the bylaws of the district allow for the district to enter into a contract agreement and there is no equivalent to a town vote. In this case, the person who normally keeps records must certify that person signing the contract is authorized to do so, and **they must also supply a copy of the bylaw allowing the district to enter into contract agreements**. This Certificate must also be notarized.

Required Elements for a Certificate of Vote Authorization

- 1) The **name and position of the person signing the Certificate of Authorization**.
- 2) A statement that the **person signing the Certificate of Authorization is in charge of keeping town, commission, etc., records**.
- 3) A **statement from the person signing the Certificate of Authorization that the governing body voted to enter into a contract with the Department of Environmental Services to hold a Household Hazardous Waste collection event and that they voted to grant a certain official (e.g., town manager) authority to sign contracts with the State**.
- 4) A statement as to **the date(s) of the vote(s)**.
- 5) A statement as to **who currently occupies the position named**.
- 6) A statement that the **authority has not been amended or annulled since the date of the vote**.
- 7) **Separate verification** by the town clerk **of the name of the person in the position authorized to sign** (town manager, etc.) **the contract**.
- 8) The **stamped notarization of the signature of the person certifying the above information**.

Certificate of Authorization (district or commission Example)

I, **(person's name)**, **(title)** for the **(district or commission name)**, established pursuant to the laws of the State of New Hampshire, RSA **(chapter section)**, am responsible for keeping **(district's or commission's)** records. I do hereby certify that:

1. Under the provisions of **(article, section, title, etc.)** of **(District or Commission bylaws)**, the **(Chairman or position name)** is duly authorized to enter into a contract with the New Hampshire Department of Environmental Services for a grant to conduct a Household Hazardous Waste collection project.
2. At the regular **(executive board, annual, etc.)** meeting held on **(month day, year)**, the **(executive board, members, etc.)** voted to accept Household Hazardous Wastes Collection grant funds and to enter into a grant contract with the NH Department of Environmental Services. **(executive board, members, etc.)** further authorized **(position title or name)** to execute any documents which may be necessary for this grant contract.
3. This authorization has not been revoked, annulled or amended in any manner whatsoever, and remains in full force and effect as of the date hereof.
4. The following person has been appointed to and now remains in the office indicated in 2, above:

_____ **(name, title)**

IN WITNESS THEREOF, I have hereunto set my hand as the Town Clerk of **(name of town)**, New Hampshire, on this _____ day of _____, 20__.

Town Clerk (SEAL)

State of New Hampshire
County of _____

On this the _____ day of _____, 20__, before me, _____
(Notary Justice/Justice of Peace)

personally appeared _____ who acknowledged her/himself to be the Town Clerk of **(town)**, being authorized so to do, executed the foregoing instrument for the purpose therein contained.

IN WITNESS THEREOF, I hereunto set my hand and seal.

(Notary Public/Justice of the Peace) (SEAL)

Certificate of Authorization (City or Town Example)

I, **(clerk's or record keeper's name)**, town clerk **(or title)** for the town of **(name of town)**, New Hampshire am responsible for keeping **town/city** records. I do hereby certify that:

5. At the regular **Board of Selectman/Town Council** meeting held on **(month day, year)**, the **Board of Selectmen/Town Council** voted to accept Household Hazardous Wastes Collection grant funds and to enter into a grant contract with the NH Department of Environmental Services. The **Board of Selectmen/Town Council** further authorized **(position title or name)** to execute any documents which may be necessary for this grant contract.
6. This authorization has not been revoked, annulled or amended in any manner whatsoever, and remains in full force and effect as of the date hereof.
7. The following person has been appointed to and now remains in the office indicated in 2, above:

_____ **(name, title)**

IN WITNESS THEREOF, I have hereunto set my hand as the Town Clerk of **(name of town)**, New Hampshire, on this _____ day of _____, 20__.

Town Clerk (SEAL)

State of New Hampshire
County of _____

On this the _____ day of _____, 20__, before me, _____
(Notary Justice/Justice of Peace)

personally appeared _____ who acknowledged her/himself to be the Town Clerk of _____, being authorized so to do, executed the foregoing instrument for the purpose therein contained.

IN WITNESS THEREOF, I hereunto set my hand and seal.

(Notary Public/Justice of the Peace) (SEAL)