Letterhead

Name of [your Company]

Letter signer

Address of Company

City, State, Zip

Country

Date

EV-CIS Team  
c/o CGI Federal, Inc.  
12601 Fair Lakes Circle  
Fairfax, VA  22033

Dear EV-CIS Team:

The purpose of this letter is to sponsor [your Company]’s Company Approving Official(s) (CAO). The CAO(s) will identify and manage our CROMERR signers and users of the US EPA’s Engines and Vehicles – Compliance Information System (EV-CIS) for [Your Company]’s EPA manufacturer code [XXX].

I acknowledge that the individual(s) whose contact information is shown in the enclosure work(s) for [your Company] and is/are authorized to identify and manage CROMERR signers and those individuals who submit information on [your Company]’s behalf and perform the other functions as indicated. I further attest that we have validated that the CAO(s) possess a valid current primary Government Picture ID, that the IDs have been inspected to compare picture to applicant, that we have recorded the ID number and issuing authority as well as the address and Date of Birth on the ID, and that we will keep a record of the above information for a minimum of five years after user employment termination or change in position.

If the business relationship (with respect to EV-CIS) between any of these authorized users and this company changes (e.g. an employee leaves the company or we do not renew the contract for an agent representing us) I will notify EPA of the change in a letter similar to this one.

Regards,

/S/

{Name of Company} Company Approving Official(s)

Name of CAO #1

Name of CAO #2 . . .

Enclosure: EV-CIS User Registration Information Spreadsheet

EV-CIS CROMERR Company Approving Official(s) Electronic Signature Agreement (ESA)