QIMS Part A Form Requirements: Confirming Valid Signatures

1. The applicant must sign their form.
2. The Part A form must be signed using one of the following options:
    a. Local EUM <u>and</u> SO signatures – both are required with the following exception:
        i. CMS has confirmed the initial EUM may submit their Part A paperwork with only their local SO signing as their approver. This is not the preferred or encouraged method and will not be communicated to the user community, but we will process paperwork received under these circumstances as valid.
    b. Notary Public
        i. Required whenever Part A is not signed by either or both of the applicant's local approvers (with the exception noted above).
        ii. Original stamp or seal must accompany the notary's signature with the following exception:
            1. The State of California's Notaries Public don't use a stamp or seal – instead they provide an attached worksheet indicating the identity of the applicant has been validated.
        iii. An EUM or SO is allowed to act as both approver and as notary.
3. The applicant cannot sign their own form as their own approver (EUM or SO), or as their own notary.
4. All QIMS forms must show original signatures. No copies will be accepted.