

AD-2016

(03-26-02)

U.S. DEPARTMENT OF AGRICULTURE**USDA REGISTRATION FORM TO REQUEST ELECTRONIC ACCESS CODE**

NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a) and the Paperwork Reduction Act of 1995, as amended. The authority for requesting the following information is The Government Paperwork Elimination Act, GPEA (Pub. L. 105-277) and The Freedom to E-File Act (Pub. L. 106-222). The information will be used to establish secure information transactions for electronic eCommerce. Furnishing the requested information is voluntary, however, without it electronic access to USDA eCommerce business purposes will not be permitted. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal Law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0560-0219. The time required to complete this information collection is estimated to range from 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. **RETURN THIS COMPLETED FORM TO YOUR USDA SERVICE CENTERS.**

USDA customers of the Farm Service Agency, Natural Resources Conservation Service, or Rural Development complete this form to request a one-time electronic access code that will authorize the customer's entry into the USDA online registration system. In the online registration system the customer will establish his or her unique customer user ID and password that will be required to conduct electronic business with USDA. If you are mailing or faxing this form to USDA, you must have it notarized in Part C. If you will be requesting an access code in person at the USDA Service Center, you do not need to complete this form.

PART A - CUSTOMER'S REQUEST FOR ELECTRONIC ACCESS CODE

1. Name of Customer (First, Middle Initial, Last)	2. Organization Name, if applicable	3. Organization Membership:
4. ID Number (SSN, Tax ID or other identifying number)	5. Customer's Address	6. Telephone Number (including area code)
7. E-Mail Address	8. If you are faxing your request, do you want a FAX Confirmation from USDA? If "Yes", provide Fax Number. ☐ YES ☐ NO	9. Fax Telephone Number (including area code)

10. Customer's Agreement: - In signing this request, the undersigned agrees to the following:

- The information on the form (name, etc.) is correct
- The customer requests access to his or her USDA information online
- To protect user name and password from disclosure to any other individual
- To report to USDA if credentials are compromised (lost, stolen, etc.)

11. Customer's Signature _____ Date _____

PART B - FOR USDA USE

12. After customer submits this form, registrant must provide the following information:

A. State and or county where administrative records are maintained, if applicable	B. Date of registration (mm-dd-yyyy) Time of registration
C. Name of registering employee	D. Signature of registering employee

PART C - ACKNOWLEDGEMENT OF NOTARY PUBLIC (Required if mailing or faxing this form to USDA)

13. On this (a) _____ day of (b) _____, before me personally appeared (c) _____, to be known to me to be the same person whose name is subscribed as "customer" to the foregoing instrument, and acknowledged that he or she signed and delivered the instrument as his or her free and voluntary act, for the uses and purposes set forth.

14. My commission expires: _____

15. NOTARY PUBLIC _____