
DCMS Tip Sheet

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Volume 2 Edition 1

Greetings from DCAMM Contractor Certification!

In this Tip Sheet we will discuss the Authorized Signatory Listing. A new and updated Authorized Signatory Listing must be uploaded with every submitted Prime, Small Prime, Filed Sub-Bidder or Joint Venture application.

Authorized Signatory Listing

A company applying for a Certificate of Eligibility with DCAMM must provide a listing of individuals who are authorized representatives of the company who can sign contracts, applications and other legally binding documents on the company's behalf. Authorized signers are the only people who can sign off on the DCAMM application.

A person listed on this Authorized Signatory Listing must also sign the document. (<https://www.mass.gov/doc/authorized-signatory-listing/download>)

Joint Venture Authorized Signatory Listing

There is a specific Authorized Signatory Listing for companies applying for Joint Venture Certification. The listing includes individuals who are authorized representatives of each individual venturer who can sign contracts, applications and other legally binding documents on the company's behalf.

Each individual venturer agrees to be bound by the signature of any Joint Venture authorized signer, regardless of that individual's company of employment. An individual from the Authorized Signatory Listing must sign off on the Joint Venture Application. (<https://www.mass.gov/doc/joint-venture-authorized-signatory/download>)

Stay tuned for the next installment...

If you have any questions do not hesitate to contact Certification at 857-204-1305 or certification.DCAMM@mass.gov.

If you would like to be added to our Email List [click here](#)

Reminder: Applications are due 90 days prior to expiration for the current certificate