

**CIRCULAR LETTER NO. 1023**

February 15, 2019

**TO:** Printing and Publishing Officials of the Federal Government**SUBJECT:** Signature Authorization for Departments and Agencies submitting printing and binding requisitions to GPO

The Government Publishing Office (GPO) requires Federal Departments and Agencies to furnish signature authorization for all individuals who are authorized to sign and submit printing and binding requisitions to GPO. This allows GPO to make a positive identification of the person submitting requisitions and is critical to ensure statutory requirements are met and to prevent fraud.

Requisitions are only accepted if signed by a person authorized to obligate funds for their Agency.

We ask that Agencies provide the printed names and signatures of individuals who are authorized to sign requisitions and to act as liaison between your agency and the GPO. Please submit the information in the form of a memo on your Agency's letterhead. The memo should be signed by the Agency official who can delegate the authority to obligate agency funds.

In order to avoid delays with processing your orders, please provide the following information for each individual prior to submitting a work request: Agency, Bureau, Department, Office, telephone number, and e-mail address. Also indicate which signature types (wet, electronic, or both) the person is authorized to use. For your convenience a signature authorization memo template is provided on GPO.gov in Forms and Standards/Order Placement at <https://www.gpo.gov/how-to-work-with-us/agency/forms-and-standards>

***GPO cannot award a contract without approved signature authorization.***

Please send your memo to:

U.S. Government Publishing Office  
STOP: CSPA, Room C-848  
732 North Capitol Street, NW  
Washington, DC 20401

or

[requisitions@gpo.gov](mailto:requisitions@gpo.gov)

GPO will request updated signature authorizations annually. In addition, you are asked to notify GPO when any changes occur.

If you elect to use electronic signatures the acceptable types include:

- A graphical representation of a handwritten wet signature (this includes the form with the original signature or a photocopy, facsimile or scan of it)
- Electronic signature on an electronic file\* (e.g., PDF, Microsoft Word)

### Definitions

Electronic signature is the term used for the electronic equivalent of a handwritten signature. It is a generic, technology neutral term that refers to the universe of all of the various methods by which one can “sign” an electronic record.

A wet signature is created when a person physically marks a document; traditionally paper based.

*\*Note:*

- Electronic signatures may or may not include a graphical representation of the user’s wet signature. Either format is acceptable, however, the format used on documents is subject to GPO review thus ensuring the identity and authentication of the signer and should match the Letter of Signature Authority submitted.
- Electronic signature certificates issued by certification authorities that are part of the Federal Bridge are recommended, but not required. Therefore, self-issued certificates are acceptable.

If you have any questions concerning this request, please contact Dwayne Ikaika, Assistant Manager, Publishing Support Services on 202-512-1382 or email [requisitions@gpo.gov](mailto:requisitions@gpo.gov).

Sincerely,

SANDRA MacAFEE  
Managing Director, Customer Services