

Certification of Authority (COA)

To access Automated Commercial Environment (ACE) export reports by Employer Identification Number (EIN) you must successfully complete the U.S. Census Bureau vetting process.

- Step 1: Establish an ACE Export Account and select the "Request EIN Reports Authorization" button.
- Step 2: Complete this form on your company letterhead and e-mail it to exportreports@census.gov.
- Step 3: Respond to additional verification questions regarding your company, if necessary.

If you have questions regarding the vetting process contact the Trade Outreach Branch: 1-800-549-0595, option 5.

Please indicate which best describes your company. United States Principal Party in Interest (USPPI)
Authorized Agent

I, _____, am a deciding official and employee of _____.
I or an authorized company employee completed Step 1 (stated above) to access historical export information filed under said company's EIN.

If you are NOT the person identified as the "Primary Point of Contact" in ACE, state the person's name below:

NOTE: The person listed must be an employee of the company.

Complete this section ONLY to request access to your subsidiary's(-ies) historical data.
Enter the name of each subsidiary - **Do NOT include EIN**

NOTE: Prior to submitting this form, each subsidiary listed must have an ACE Export Account established through your company's Top Account. Select the "Request EIN Report Authorization" button within each account. You may send additional names of subsidiaries on your company letterhead.

I declare under penalty of perjury under the laws that the foregoing is true and correct. (28 U.S.C. 1746).

Signature: _____ **Executed on:** _____

Title: _____ **Contact Number:** _____

Privacy Act & Confidentiality Statements

The collection of your personal information for this Certificate of Authority form is authorized under Title 13 U.S.C. Chapter 9; 15 Code of Federal Regulations (CFR) part 30; 19 CFR 24.5, 5 U.S.C. 301 and 44 U.S.C. 3101. Title 13 U.S.C. Section 301(g) and 15 CFR 30.60 provide for the confidentiality of the requested export records. Section 30.60 permits disclosure of the Electronic Export Information to the USPPI or the authorized agent for audit purposes. Such disclosure shall be limited to that information provided to ACE by the USPPI or the authorized agent. The purpose of collecting this information is to certify that a user is an employee of the company in question and has the authority to access their company's records. The information collected is company name, employee name, title and telephone number. Disclosure of this information is permitted under the Privacy Act of 1974 (5 U.S.C. 552a) and is to be shared among Census Bureau staff for work-related purposes. Disclosure of this information is also subject to the published routine uses as identified in the Privacy Act System of Records Notice CENSUS/COMMERCE-12, Foreign Trade Records. Failure to complete this Certification of Authority will affect your ability to access your company export information.