



Certificate of Authority (COA)



Certificates of Authority are required to:

- Be on company letterhead.
- List the types of DMV documents being requested.
- State what you intend to do with the DMV documents requested.
- Names of employees or agents who may make requests in person/mail for your company, if any.
- Be signed by the attorney/owner/principal. A requestor may not sign or authorize their own COA.
- Indicate the length of time the COA is valid for, not to exceed one year. All COA's expire on December 31st and must be renewed every year.
- Be submitted to the Concord DMV.

SAMPLE Certificate of Authority

Company Letterhead

Company Contact Name
 Company Contact Address
 Company Contact Telephone

Date

NH Department of Safety
 Division of Motor Vehicles
 23 Hazen Drive
 Concord NH 03305

To Whom It May Concern:

As owner of _____, I authorize the below listed employees to obtain the following information:

Name of employee or agent
 Type of information requested (see DSMV 505 for available information types).
 Intended use of information requested.

This authorization is valid until MONTH/DAY/YEAR.

Sincerely,
 Signature of Owner or Authorized Agent for the Company