

Corporate Resolution

I, _____, **hereby certify** that I am duly elected Clerk/Secretary of
(Name)

_____. I hereby certify the following is a true copy of a vote taken at
(Name of Corporation or LLC)

a meeting of the Board of Directors/shareholders, duly called and held on _____, 20__
at which a quorum of the Directors/shareholders were present and voting.

VOTED: That _____ (may list more than one person) is
(Name and Title)

duly authorized to enter into contracts or agreements on behalf of

_____ with the State of New Hampshire and any of
(Name of Corporation or LLC)

its agencies or departments and further is authorized to execute any documents which
may in his/her judgment be desirable or necessary to effect the purpose of this vote.

I hereby certify that said vote has not been amended or repealed and remains in full
force and effect as of the date of the contract to which this certificate is attached. I further
certify that it is understood that the State of New Hampshire will rely on this certificate as
evidence that the person(s) listed above currently occupy the position(s) indicated and that
they have full authority to bind the corporation. To the extent that there are any limits on the
authority of any listed individual to bind the corporation in contracts with the State of New
Hampshire, all such limitations are expressly stated herein.

DATED: _____

ATTEST: _____
(Name and Title)

Corporate Resolution

I, _____, **hereby certify** that I am duly elected Clerk/Secretary of
(Name)

_____. I hereby certify the following is a true copy of a vote taken at
(Name of Corporation or LLC)

a meeting of the Board of Directors/shareholders, duly called and held on _____, 20__
at which a quorum of the Directors/shareholders were present and voting.

VOTED: That _____ is duly authorized to enter a
(Name and Title)

Contract on behalf of _____ with the
(Name of Corporation or LLC)

_____ State of New Hampshire and further is
(Name of State Agency)

Authorized to execute any documents which may in his/her judgment be
desirable or necessary to effect the purpose of this vote.

I hereby certify that said vote has not been amended or repealed and remains in full
force and effect as of the _____, 20__ . I further certify that it is understood that the
State of New Hampshire will rely on this certificate as evidence that the person listed above currently
occupies the position indicated and that they have full authority to bind the corporation to the specific
contract indicated.

DATED: _____

ATTEST: _____
(Name and Title)

Corporate Resolution

I, _____, **hereby certify** that I am duly elected Clerk/Secretary of
(Name)

_____. I hereby certify the following is a true copy of a vote taken at
(Name of Corporation)

a meeting of the Board of Directors/shareholders, duly called and held on _____, 20__
at which a quorum of the Directors/shareholders were present and voting.

VOTED: That _____ is duly authorized to enter a
(Name and Title)

contract on behalf of _____ which is the general
(Name of Corporation)

partner of _____ a limited partnership,
(Name of Limited Partnership)

with the _____, State of New Hampshire and
(Name of State Agency)

further is authorized to execute any documents which may in his/her

judgment be desirable or necessary to effect the purpose of this vote.

I hereby certify that said vote has not been amended or repealed and remains in full
force and effect as of the _____, 20__ . I further certify that it is understood that the
State of New Hampshire will rely on this certificate as evidence that the person listed above
currently occupies the position indicated and that they have full authority to bind the
corporation and that the corporation as the general partner has full authority to bind the
limited partnership to the specific contract indicated.

DATED: _____

ATTEST: _____
(Name and Title)

Limited Partnership or LLC Certification of Authority

I, _____, **hereby certify** that I am a Partner, Member or Manager
(Name)

of _____ a limited liability partnership under RSA 304-B or limited
(Name of Partnership or LLC)

liability company under RSA 304-C.

I certify that I am authorized to bind the partnership or LLC.

I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupies the position indicated and that they have full authority to bind the partnership or LLC.

DATED: _____

ATTEST: _____
(Name and Title)

Partnership Certification of Authority

I, _____, **hereby certify** that I am the General Partner
(Name)

of _____ a general partnership under RSA 304-A.
(Name of Partnership)

I certify that I am authorized to bind the partnership.

I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupies the position indicated and that they have full authority to bind the partnership.

DATED: _____

ATTEST: _____
(Name and Title)

Sole Proprietor Certification of Authority

I, _____, **hereby certify** that I am the Sole Proprietor
(Name)

of _____ which is a tradename registered with the Secretary of State
(Name of Business)

under RSA 349. I certify that I am the sole owner of my business and of the tradename.

I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupies the position indicated and that they have full authority to bind the business.

DATED: _____

ATTEST: _____
(Name and Title)

CERTIFICATE OF AUTHORITY CHECKLIST

SOURCE OF AUTHORITY

Authority must come from the **governing body** – either :

- (1) a **majority voted** at the meeting,
- (2) or the body provided **unanimous consent in writing**, or
- (3) the organization's **policy or governing document** (bylaws, partnership agreement, LLC operating agreement) authorizes the person to sign

SOURCE OF AUTHORITY WAS IN EFFECT ON DAY CONTRACT WAS SIGNED

Certificate must show that the person signing the contract **had authority when they signed the contract** – either:

- (1) Authority was **granted the same day** as the contract was signed, or
- (2) Authority was **granted after** the day the contract was signed *and the governing body ratifies and accepts* the earlier execution, or
- (3) Authority was **granted prior** to the day the contract was signed and it has not been amended or repealed as of the day the contract was signed.

APPROPRIATE PERSON SIGNED THE CERTIFICATE

The person signing the certificate may be the same person signing the contract *only if* the certificate states that the person is the **sole director** (for corps) or **sole member** (for LLCs).