

About the Change of Authority Content_v1

To request a Change of Authority:

1. Complete and submit the form found here:
<https://rescuegroups.org/change-of-authority-request/>
The form looks like this:

RescueGroups.org Change of Authority Request

Organization Information

Organization Name *

City, State *

Account Number
Leave blank if not known.

New Authorized Contact

Username
Enter your user name, or if you don't have a user name please leave this field blank. If you do not provide a valid user name we will create a new user account for you.


Firstname *

Lastname *

Email Address *


Phone Number *

Additional Information

Person(s) to be Removed * 
The Site Admin role will be removed from all users. You will need to add this back to the appropriate users.

Reason *

Billing Email Address(es) *

Additional Details 
Additional authorized contacts, etc.

2. After submitting the request form, a page displays giving you further instructions. It looks like this:

 **RescueGroups.org** <email@rescuegroups.org>
To:

RescueGroups.org
technology solutions animals can live with...

Your Change of Authority Request has been submitted, however you must also send a letter via postal mail on organization letterhead for the change to be considered permanent.

Below, there is a link that can generate a pdf for you to print on your organization's letterhead.

Mail to:
RescueGroups.org
PO Box 1245
Bowie, MD 20718-1245

[Generate Change of Authority PDF](#)

[» Home » Contact Us » Sign-Up](#)
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3. Now, print the included PDF file on organization letterhead and **be sure** to sign it.

RescueGroups.org Change of Authority Request (439)

Organization Name: RG_test
City, State: Pittsburgh, PA
Account Number: 8795

New Authorized Contact Username: RG_COA
New Authorized Contact Name: COA_TestCOA
New Authorized Contact Email: test@test.com
New Authorized Contact Phone: 555-555-5555

Person(s) to be Removed: RG_Test
Reason: Changed Leadership
Billing Email Address(es): test@test.com
Additional Details:
(Additional authorized contacts, etc.)

TestCOA COA

Please sign above



Remember to sign the form at the bottom.

4. Scan or photograph the letter you printed and email our support team with your Change of Authorization request and be sure this information is attached. If you have an open support ticket on the topic, you can simply reply to the ticket with this attachment.



You are also welcome to mail or fax your signed Change of Authorization as well, but this will take longer to process.

The COA will be processed as soon as we receive a hard copy or a scanned version of your official request.



When processing a COA request, our staff will attempt to confirm that the new authorized person is officially associated with the organization. If we are unable to do so through public records, we may reach out with a request for additional documentation.

Mail to:

RescueGroups.org
PO Box 1245
Bowie, MD 20718-1245

Email to:

support@rescuegroups.org

Fax to:

240-630-4880



Your **Change of Authority** request will not be processed until we receive your paperwork. Your paperwork must include the printed COA form on organization letterhead or it will not be processed.