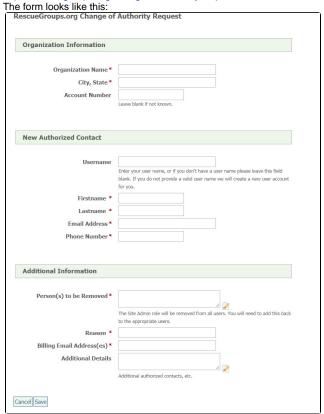
_About_the_Change_of_Authority_Content_v1

To request a Change of Authority:

1. Complete and submit the form found here:

https://rescuegroups.org/change-of-authority-request/



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



RescueGroupslorg 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 Famile: test@test.com
New Authorized Contact Phone: 959-955-955-955

Person(s) to be Removed: RG_Test
Reason: Changed Leadership
Billing fimal Address(sel): test@test.com
Additional Details:
(Address) authorized Contacts(sel):



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.