

# NEBRASKA AIRPORT REMINDERS

NDOT DIVISION OF AERONAUTICS | FEBRUARY 2023 | SAM REGISTRATION  
[PART 2](#)



## NEW ADMINISTRATOR REQUIREMENTS FOR SAM

### ITEM 1

What does this mean?

### ITEM 2

What you need to do.

### ITEM 3

How to become a new administrator

#### QUESTIONS OR COMMENTS?

Call the NDOT Division of  
Aeronautics office at  
402.471.2371

## SAM REGISTRATION (PART 2)

### New Entity Administrator Requirements

Beginning March 3, 2023, Entity Administrator roles can only be held by the organization's (Sponsor) employees, officers, or board members.

#### ITEM 1: WHAT DOES THIS MEAN?

Thomas Jacobson will still be able to help with updates but will no longer be your SAM administrator.

#### ITEM 2: WHAT YOU NEED TO DO.

As the airport sponsor, you must have at least one person (preferably two) have administrative rights to their entity. The person(s) you choose to be the SAM administrator must be one of the following:

- Employee of the organization
- Officer of the organization
- Board member of the organization

The person selected to be the new Entity Administrator needs to register for an individual SAM.gov user account. The email address used for this account must be included in the notarized letter for the FSD to process your request (See Item 3).

#### ITEM 3: HOW TO BECOME A NEW ADMINISTRATOR.

SAM.gov requires a notarized letter to give access to new Entity Administrators. Your notarized letter needs to:

- Be on the provided template. (attached to the email)
- Be on the sponsor's letterhead and signed by the authority chairman, mayor, etc.
- Contain the sponsor's Unique Entity ID.
- Contain the new Entity Administrator's name, phone number, and email address.  
*Match exactly how it is displayed on your SAM.gov individual account.*
- Provide a justification for the change.

#### STEPS TO COMPLETE THE NOTARIZED LETTER PROCESS

1. [Complete the attached template.](#) Fill in the blanks, and Enter the highlighted information.
2. [Print the letter on your entity's letterhead.](#) If the sponsor doesn't

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## HELPFUL RESOURCES

Click on the following links:

[FSD New Administrator Instructions](#)

[Notarized Letter Template](#)

[Notification of Change to Sam Affecting Access for Some Entity Administrators](#)

[SAM.GOV](#)

[FSD.GOV](#)

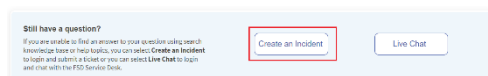
## SAM REGISTRATION (PART 2)

have a letterhead, enter your entity's legal name and physical address at the top of the letter before printing.

3. Sign the completed letter in the presence of the notary. Make sure the person who signs the letter has signatory authority.
4. Send the completed, signed, and notarized letter to the Federal Service Desk. The letter must be notarized, scanned, and submitted to the Federal Service Desk online at [FSD.gov](#)

**FOLLOW THE STEPS BELOW TO SUBMIT THE SCANNED NOTARIZED LETTER TO FSD.GOV:**

1. Sign in to [FSD.gov](#)
2. Scroll to the bottom of the page and select "Create an Incident".



3. Select **System for Award Management (SAM)** in the "System Name" field.



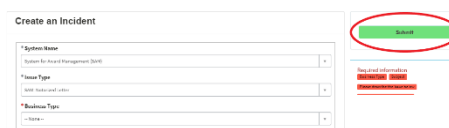
4. Select **SAM: Notarized Letter** in the "Issue Type" field.



5. Fill out all remaining fields.
6. Select the "Paperclip" icon (attachments button) and attach your scanned notarized letter.



7. Once you have filled out all required information and attached your notarized letter, click "Submit".



Thomas Jacobson is the Division of Aviation's expert on SAM. He will help you with updates. Contact him at [thomas.jacobson@nebraska.gov](mailto:thomas.jacobson@nebraska.gov) or (402) 471-7925

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