



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, D.C. 20410-3000

OFFICE OF THE CHIEF FINANCIAL OFFICER

TO: LOCCS USERS

FROM: LOCCS SECURITY OFFICE

RE: CHANGING APPROVING OFFICIALS, LOCCS/VRS (GRANTEES ONLY, WITH ACTIVE LOCCS USERS).

On the **LETTERHEAD** of the organization, the **NEW APPROVING OFFICIAL** is to send to the LOCCS Security Office:

1. **NAME** and **TITLE** (Please note that the new approving official should be the CEO; BOARD OFFICER and/or of higher authority than the LOCCS user) of the new **Approving Official**. **SOCIAL SECURITY NUMBER**, daytime **TELEPHONE** and **ADDRESS** of the new **Approving Official**.

***** "INTERIM/ACTING" TITLES ARE NOT RECOGNIZED BY OUR AUDITORS; PLEASE USE A PERMANENT OFFICIAL.**

2. **NAME** of the **PREVIOUS APPROVING OFFICIAL**. (NAME ONLY, DO NOT LIST SSN OR USER ID)
3. List the **EXISTING USERS** (NAME ONLY, DO NOT LIST SSN OR USER ID) so that we may change Approving Officials.
4. **SIGN, DATE** and **NOTARIZE** the new **APPROVING OFFICIAL'S SIGNATURE**. (Notary must be different from user and new Approving Official; the ONLY signatures needed are new official and notary.)

FAX TO: 202/708-4350 (THEN MAIL ORIGINAL)

**SEND TO: LOCCS SECURITY OFFICE
U.S. DEPT. OF HOUSING AND URBAN DEVELOPMENT
P.O. BOX 23774
WASHINGTON, DC 20026**

The listed **USERS** will be **RECERTIFIED** by the LOCCS Security Office when information is returned. The new approving official will be set-up for the next cycle of recertification.

Office Telephone: 877/705-7504 BEFORE 4PM EASTERN TIME.