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| It is mandatory for all federal assistance applicants to obtain a Unique Entity Identifier (UEI) and to register in the System for Award Management ([SAM.gov](https://www.sam.gov/portal/SAM)). Since this requirement does not apply to individuals, an exemption form is not required.  Refer to the Federal Assistance Directive, Chapter 2.G.2 for more information. | |
| Instructions: | |
| 1. Complete all fields below; 2. Obtain appropriate approval / signature; 3. Attach the approved form to the official award file. | |
| **Applicant Name:** | |
| Click here to enter text. | |
| **Applicant Type:** | |
| Choose an item. | |
| **Proposed Award Amount:** | |
| Click here to enter text. | |
| **Exemptions:** | |
| Individuals are *always* exempt from the requirement to obtain a UEI and register in SAM.gov. Organizations meeting the criteria below may be exempted on a case-by-case basis from either the requirement to obtain a UEI or to register in SAM.gov, and in some cases both. There is no general exemption to either the UEI requirement or SAM.gov registration for organizations that are having difficulty registering, unless they meet one of the criteria below. | |
|  | Recipient is a foreign organization receiving an award that will be performed outside the United States valued at less than $25,000, if the Grants Officer deems it to be impractical for the entity to obtain a UEI or register in SAM.gov. |
|  | The recipient is an overseas school and does not currently have a UEI number. |
|  | The award relates to a classified or national security matter. |
|  | The recipient’s identity must be protected due to possible endangerment of their mission, their organization’s status, their employees, or the beneficiary being served by the recipient. |
|  | There are exigent circumstances that prohibit the recipient from receiving a UEI and completing SAM registration prior to receiving the award. These circumstances are identified in the justification below and the recipient will be required to register within 30 days of the award date in accordance with 2 CFR 25. |
| **Justification:\*** | |
| Click here to enter text. | |
| *\*The justification must address as many as the following factors as possible to assist the warranted Grants Officer in rendering a decision to approve or disapprove the request. If applicable, the justification must address: (1) reasons why requiring the recipient to obtain a UEI and/or register in SAM.gov is not feasible, and (2) any other details that would lend support to the decision to award without the recipient having a UEI and/or being registered in SAM.gov.* | |

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| **Requester:** | |
| Name: Click here to enter text. | |
| Title: Click here to enter text. | |
| Office: Click here to enter text. | |
| Date: Click here to enter text. | |
| **Grants Officer:** | |
| Name: Click here to enter text. | |
| Title: Click here to enter text. | |
| Office: Click here to enter text. | |
| Date: Click here to enter text. | |
| Signature: | |
| **Grants Officer Decision:** | |
|  | Approve |
|  | Deny |
| **Grants Officer Comments:** | |
| Click here to enter text. | |