



A GMS Attestation Letter is necessary for any company or individual that is submitting GMS Registration Forms on behalf of another applicant/grantee. Please see the [DCJS Website](#) for further instruction.

## **GMS SIGNATORY REGISTRATION**

In order to complete grant applications on-line to DCJS, your agency must register with the GMS system. Do so by clicking the submit button once all required field of the Registration Request form are complete. When your request has been processed, you will be sent a username and instructions.

**Please allow 3-5 business days for your Registration Request to be processed.**

Registrant Information (all fields are required):

**Agency:**

**EIN (Tax ID#):**

**NYS Vendor ID\* (required):**

\*If you do not have a Vendor ID, or are unsure whether you have one, access the [OSC Vendor Guide](#) for guidance.

**Registrant:**

**Title:**

**Address:**

**Address2:** (if applicable)

**City/State:**

**Zip:**

**Email:**

**Phone:** (Ex.: (555) 111-1111)

**Basis for signing authority:** (Executive officer, authorized by municipal charter, e.g.)

**DCJS #s of Current Grants:** (if applicable)

**Are you replacing a prior User?**

**If yes, please give name:**

**NOTE:** If DCJS does not have an IRS form W-9 (Request for Taxpayer Identification Number and Certification) on file for your agency you must also complete one. Download the form at <http://criminaljustice.ny.gov/ofpa/gms.htm> Scanned signatures are acceptable. Submit the IRS W-9 form via email attachment to [funding@dcjs.ny.gov](mailto:funding@dcjs.ny.gov). In the event the above submit button does not work, please also use this email address to forward this form.

**Indicate here that form W-9 has been completed and emailed:**