

ANNUAL RENEWAL REQUEST FORM

Name of Private Organization: _____

Purpose: Request for renewal of authorization to operate on Air Force installations.

Required Certifications:

- I certify that since last certification, we have not made any changes to the constitution or bylaws of the organization.
- I certify that we use budgets and financial statements as financial management tools.
- I certify that the organization is registered with the IRS and it is in compliance with the annual filing requirements.
- I certify that we have submitted last year's financial statement to the 423 FSS/FSRA Private Organizations Office.
- I certify that we have submitted the official record of meetings (minutes) to the 423 FSS/FSRA Private Organizations Office.
- I certify that we have submitted proof of required liability insurance coverage or appropriate waiver signed by the Installation Commander to the 423 FSS/FSRA Private Organizations Office.
- I certify that we have provided a list of current officers and their contact information to the 423 FSS/FSRA Private Organizations Office.

Print name and title of authorized representative:

Signature of authorized representative:

Date: _____

I approve/disapprove this request.

JARVORA (Jay) B. DUNCAN, Lt. Col, USAF
Commander, 423rd Force Support Squadron