



USE OF REPRESENTATIVE

A representative is someone who has provided advice or guidance to you prior to submitting your application, following the submission of your application, and/or someone who has your permission to conduct business on your behalf. You may have one representative only. If you appoint an additional representative, the previous representative will no longer be authorized to conduct business on your behalf and receive information on your file.

SECTION A: APPLICANT INFORMATION

1. Your Full Name

Surname

Given Name

2. Your Date of Birth

3. Your Business Information

Mayor's Permit No.

Business Name

Business Address

Position

SECTION B: APPOINTMENT OF REPRESENTATIVE

- ☐ I authorize the following individual to serve as my representative and to conduct business on my behalf with San Mateo Business Permit and Licensing Department.

4. Your Representative Full name

Surname

Given Name

5. Your representative: (choose one)

☐

Is UNCOMPENSATED and is a:

☐

Family member or friend

☐

member of a non-governmental or religious organization

☐

Other

☐

is or will be COMPENSATED



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6. Your Representative Full name


Name of firm or organization (if applicable)

Mailing address

Postal code/ZIP

Telephone number

E-mail address

 By indicating your representative's email address, you are hereby authorizing BPLD to transmit your file and personal information to this specific email address.

7. Your Representative's Declaration:

- ☐ I declare that the information in Section B is truthful, complete and correct.
- ☐ I understand and accept that I am the person appointed by the applicant to conduct business on the applicant's behalf with San Mateo City Business Permit and Licensing Department.

Signature of Representative

ID Number

Date

(YYYY-MM-DD)

SECTION C: YOUR DECLARATION

8.

- ☐ I declare that I have fully and truthfully answered all questions on this form and any attached document (if applicable).
- ☐ I also declare that I have read and understood all the statements on this form, having asked and obtained an explanation for every point that was not clear to me.

Signature of Applicant

Date