

## DEPARTMENTAL AUTHORITY AND DESIGNEE (DAD) FORM

**Purpose:** Executing this agreement prior to the creation of user accounts in the FI\$Cal System is necessary in order to maintain compliance with the State Administrative Manual sections 5300 - 5399. The Departmental Authorities or their Designee(s) are the only State employees who can authorize access to data, processes and applications within the FI\$Cal System. The Departmental Authority can be only the Department Director, Executive Director (for Boards, Commissions, or Authorities), Chief Deputy (for Constitutional Offices), or Agency Secretary (for State Agencies). Designees can authorize users and additional Designees on behalf of the Departmental Authority. A Departmental Authority can be removed by a successor Departmental Authority, Chair of a Board, Commission or Authority, or a Constitutional Officer.

**Instructions:** To appoint or remove a Departmental Authority or Designee, either of whom must be State officials or employees, complete this form and submit to [fiscalservicecenter@fiscal.ca.gov](mailto:fiscalservicecenter@fiscal.ca.gov). Note: Fields with an asterisk (\*) are required. **The form must be submitted using the email address of the requesting Departmental Authority or Designee.**

- 1. Authorization Type:** Identify type of DAD (Authority or Designee) being appointed or removed.
- 2. Authorization Action:** Specify whether a DAD is being appointed or removed, and the effective date of the change. Only one type of action (appointment or removal) can be requested per form.
- 3. Departmental Authority or Designee Authorizing Appointment or Removal:** Information of the DAD authorizing the appointment or removal of a DAD should be entered in section 3. Only new Authorities can appoint themselves as the Authority. Otherwise, an existing DAD must appoint a new DAD.
- 4. Departmental Authority or Designee Being Appointed or Removed:** Information of the DAD being appointed or removed should be entered in section 4.
- 5. Departmental Authority or Designee Being Appointed or Removed:** If you wish to appoint or remove an additional DAD, you may use section 5.
- 6. Agreement:** Read and understand this statement. Your signature indicates agreement.
- 7. Authorization Signatures:** The DAD authorizing action and new DADs being appointed must sign in section 7. DADs being removed do not have to sign.
- 8. Questions:** Questions related to the completion of this form can be emailed to [fiscalservicecenter@fiscal.ca.gov](mailto:fiscalservicecenter@fiscal.ca.gov)

1. Authorization Type	
Authority	Designee

2. Authorization Action		
Appoint	Remove	Effective Date

3. Departmental Authority or Designee Authorizing Appointment or Removal				
First Name*	Middle Initial	Last Name*	Title*	
Department Name*		Mailing Address of Department		
City*	State*	Zip Code*	Phone Number*	Fax Number
Email Address*			Business Unit*	State Employee*
				Yes      No

**DEPARTMENTAL AUTHORITY AND DESIGNEE (DAD) FORM**

<b>4. Departmental Authority or Designee Being Appointed or Removed</b>				
First Name*		Middle Initial	Last Name*	
Department Name*		Mailing Address of Department		
City*	State*	Zip Code*	Phone Number*	Fax Number
Email Address*			Business Unit*	State Employee*
				Yes      No

<b>5. Departmental Authority or Designee Being Appointed or Removed</b>				
First Name*		Middle Initial	Last Name*	
Department Name*		Mailing Address of Department		
City*	State*	Zip Code*	Phone Number*	Fax Number
Email Address*			Business Unit*	State Employee*
				Yes      No

**6. Agreement:**

I certify under penalty of perjury that I understand and agree to comply with all applicable State and federal laws, regulations and policies. These may include the Information Practices Act of 1977 (Civ. Code § 1798 et seq.), Public Records Act (Gov. Code § 6250 et seq.), State Records Management Act (Gov. Code § 12270 et seq.), Comprehensive Computer Data Access and Fraud Act (Pen. Code § 502) and State Administrative Manual sections 5300-5399.

<b>7. Authorization Signatures</b>	
<b>Departmental Authority or Designee Authorizing Appointment or Removal</b>	
Signature	Date
<b>New Departmental Designee Being Appointed (in section 4)</b>	
Signature	Date
<b>New Departmental Designee Being Appointed (in section 5)</b>	
Signature	Date