

Why would a claimant need an authorized agent?

When the claimant is incapacitated or has passed away, they need an authorized agent to act on their behalf. Also, a court can authorize a representative for a claimant.

What can an authorized agent do for a claimant?

Once you are the claimant's authorized agent, you can do the following:

- Apply for benefits for the claimant
- Receive information sent to Paid Leave by the claimant
- Receive information about Paid Leave benefits that the claimant has received or will receive
- Receive information about pending or completed decisions made on the claimant's Paid Leave Oregon claim
- Provide information to Paid Leave for the claimant, including information we need to complete the claimant's claim for benefits
- Appeal a Paid Leave decision for the claimant and appear in any related hearings

What do I need to do to become the claimant's authorized agent if they are incapacitated or passed away?

You must:

- Meet Paid Leave's requirements to represent the claimant (see table below)
 - Understand your responsibilities as an authorized agent
 - Fill out and send a form to apply
 - This includes sending us the necessary documents to verify your and the claimant's identity, documents to confirm the claimant's incapacity or that they have passed away
- Note:** In some cases, you may need to send us documents to verify family relationships.

How do I know what form to use when applying for authorized agent status?

There are three types of authorized agents:

1. Representative appointed through a legal proceeding
2. Authorized agent for an incapacitated claimant
3. Authorized agent for deceased claimant

See the table below to:

1. Figure out what type of authorized agent you would be

2. Find the correct form to apply

Can a claimant have more than one authorized agent?

No. We only recognize one representative for each claimant at a given time.

What are my responsibilities as the authorized agent?

Once we have added you as the claimant's authorized agent, you take on the claimant's responsibilities related to their claim. Anything you do for the claimant is subject to the same Paid Leave laws that apply to the claimant. You're responsible for acting in the best interest of the claimant (or their estate). You also must maintain the confidentiality of any claimant information you receive from us.

	Representative Appointed Through a Legal Proceeding	Authorized Agent for Incapacitated Claimant	Authorized Agent for Deceased Claimant
Who can represent the claimant?	<ul style="list-style-type: none"> Someone who has been granted the power of attorney Conservator or guardian Personal representative (an executor or an administrator) 	<ul style="list-style-type: none"> Spouse, domestic partner, child or child's spouse or domestic partner Parent or parent's spouse or domestic partner Sibling or sibling's spouse or domestic partner Stepsibling or stepsibling's spouse or domestic partner Grandparent or grandparent's spouse or domestic partner Grandchild or grandchild's spouse or domestic partner Any individual related by blood or affinity whose close association with the claimant is the equivalent of a family relationship 	<ul style="list-style-type: none"> Surviving spouse Trustee of a revocable inter vivos trust (living will) created by the person who passed away Children of the person who passed away Parents, brothers, and sisters of the person who passed away
What form do I need to use?	<p>There is no form to complete. You must have an official, court-issued document that confirms your legal authority and the length of that authority.</p> <p>You will need to prove your identity.</p>	<p><u>Authorized Agent for an Incapacitated Claimant Form</u></p>	<p><u>Authorized Agent for a Deceased Claimant Form</u></p>

	Representative Appointed Through a Legal Proceeding	Authorized Agent for Incapacitated Claimant	Authorized Agent for Deceased Claimant
When does the authorization to represent end?	<ul style="list-style-type: none"> • Within 30 days from the date the we approved your status, if you don't send the claimant's application for benefits • The last day of the claimant's current benefit year, or the date listed on the official court document, whichever is earliest 	<ul style="list-style-type: none"> • Within 30 days from the date the department has approved your status, if you don't send the claimant's application for benefits • The last day of the claimant's current benefit year or until the date we learn that the claimant is no longer incapacitated 	<ul style="list-style-type: none"> • Authorization ends 30 days after we approve your status if you don't send the claimant's application for benefits • The last day of the claimant's current benefit year
When does designated authority end?	The claimant passes away or court ends the representation	If the claimant's power of attorney, conservator, or guardian becomes the authorized representative or the claimant passes away	If the claimant has a personal representative (an executor or an administrator) named by the court