

Use this checklist to get ready to apply for authorized representative status.

A claimant can have an authorized representative act on their behalf. Before applying to become the claimant's authorized representative, check out the [Authorized Agent Fact Sheet](#) and the [Claimant-Designated Representative Fact Sheet](#) to learn about the types of representatives and the document(s) you need.

Get ready

Before you apply:

We only recognize one representative for a claimant at a given time.

Step 1: Choose the correct packet to complete

If you are a claimant, you can designate a person to be your representative by completing the [Claimant-Designated Representative Form](#).

If you want to represent a claimant, because they can't designate a representative themselves, choose from one of the following packets:

- [Authorized Agent for an Incapacitated Claimant Packet](#)
- [Authorized Agent for a Deceased Claimant Packet](#)

These packets contain the forms you will need to become an authorized agent. They also contain additional forms that you may find helpful. Both packets are available on our website.

Note: Skip this step if you are an authorized representative appointed through a legal process. You must send us the official, court-issued document that confirms your legal authority. You will also need to prove your identity. See information below on how to do this.

Step 2: Gather documents

There are **three** types of documents you may need to send with your completed form.

1. **Acceptable documents for confirming a family relationship**
(Applies to authorized agents only)

When a claimant doesn't have someone with power of attorney or a court-appointed representative to manage their affairs, Paid Leave allows an

authorized agent. This person can act for claimants who are incapacitated or have died. However, they must prove their relationship with the claimant.

To confirm their relationship with the claimant, an **authorized agent for an incapacitated claimant** must provide one of the following:

- Certified Declaration of Domestic Partnership
- Legal Birth Certificate
- Legal Marriage Certificate
- Other documents, at the discretion of Paid Leave Oregon, issued by an independent third party that establish the marriage, domestic partnership, parenthood or other family relationship between the claimant and the person applying to act as representative on behalf of the claimant.

To confirm their relationship with the claimant, an **authorized agent for a deceased claimant** must provide one of the following:

- Legal Birth Certificate
- Legal Marriage Certificate
- Other documents, at the discretion of Paid Leave Oregon, issued by an independent third party that establish the marriage, parenthood, or other family relationship between the claimant and the person applying for authorized agent status on behalf of the claimant.
- Trust document that establishes you are a trustee.

Please call Paid Leave at 833-854-0166 if you aren't sure if your document meets these requirements.

2. **Acceptable documents to establish the identity of the claimant and the person applying to represent the claimant**

(Doesn't apply to claimant-designated representatives)

- If you are designating a representative for yourself, you do not need to send your identity verification documents again.
- When you apply to be an authorized agent, you must provide documents to verify your identity and the claimant's identity. You must send us color copies of two primary identity documents or one primary and two secondary documents for you and the claimant.

Primary documents

- Driver's license (or learner's permit) from a U.S. state or territory (We will accept an expired license if it expired in the last 12 months and is intact.)
- Other government-issued photo ID (Must be a permanent document with a photo. Military IDs, temporary or paper documents are not accepted.)
- State-issued photo ID (We will accept expired ID if it expired in the last 12 months and is intact.)
- US Passport or US Passport Card
- U.S. Permanent Resident Card (I-551)
- USCIS-issued Employment Authorization Card (I-766) (No employer-issued ID cards)
- Foreign passport
- Veteran's Health ID Card
- DHS Trusted Traveler Cards (Global Entry, NEXUS, SENTRI)
- Canadian driver's license
- Certificate of Naturalization (Form N-550 or N-570)
- National ID card (only if residing outside of the U.S.)
- Federally recognized, Tribal-issued photo ID
- Non-immigrant visa issued by the U.S. Department of State (not expired more than five years)
- Temporary immigrant visa (I551) issued by the U.S. Department of State (not expired more than five years)

Secondary documents (Full-color scans and PDFs of the following documents are acceptable as secondary documents)

- Social Security Card
- U.S. Certification of Birth Abroad (FS-545)
- U.S. Certification of Report of Birth (DS-1350)
- U.S. Consular Report of Birth Abroad (FS-240)
- U.S. health insurance card
- U.S. birth certificate with official seal (first and last name)
- W-2 form
- Canadian Indian and Northern affairs card
- College or university student photo ID
- College or university transcript
- DOD certificate of discharge
- Auto or home insurance statement
- Letter attesting state residency
- Supplemental Nutrition Assistance Program recipient certification
- Native American tribal document

- 1098 form
- Auto insurance card
- Border crossing card
- U.S. Coast Guard merchant mariner card
- U.S. Citizen Identification Card form (I-197)
- Non SSA-1099 form
- SSA-1099 form
- U.S. or U.S. territory voter registration card or certificate
- Women, Infants, and Children (WIC) Puerto Rico recipient certification

Secondary documents (Must be less than 90 days old)

- **Utility bill** (showing your account number, full name, and current address)
- **Medical bill** (showing your account number, full name, and current address)
- **Bank, loan, or financial institution statement** (showing your account number, full name, and current address; issued by the bank)
- **Pay stub** (showing your full name, employer or company name, current address; must be an actual pay stub not a paycheck)

3. Document confirming the claimant's status

- The person applying to become an **authorized agent for the incapacitated claimant** needs to have the claimant's health care provider certify that the claimant is incapacitated. The provider can complete Section E of the [Authorized Agent for an Incapacitated Claimant Form](#) or provide another document that has the same information.

Note: You don't need to send this document if you represent the claimant through a power of attorney or were appointed by the court to act on behalf of the claimant.

- The person applying to become an **authorized agent for a deceased claimant** needs to send a death certificate or other documentation (approved by the department) that establishes the date of death.

Step 3: Send your documents

You can send your form and verification documents:

- As attachments to our [Contact Us Form](#)
- Mail your documentation to:

Attn: Paid Leave Oregon
Oregon Employment Department
875 Union St. NE
Salem, OR 97311