

CSeries Laser Check Printing Signature Request form

NOTE: This request form should only be signed by an individual listed on your agency's Delegation of Disbursing Authority form. Delegation of Disbursing Authority form link:

<https://www.osc.nc.gov/state-agency-resources/state-disbursing/disbursing-accounts/delegation-disbursing-authority-agencies>

1. Please sign within the signature block below. Please use **ONLY** a black felt-tip pen and **DO NOT** use ballpoint or roller pens. Ballpoint and roller pens will create gaps in the signature when digitized.

(Do not exceed the outer boundary)

2. Enter Signer's full name

First Name	Middle Name	Last Name

3. Call OSC Support Services (919-707-0795) to create a ticket for CSeries signature request.
4. Please provide return address for signature request:
 - Agency name
 - Agency contact name
 - OSC ticket number
 - Mail service center info
5. Email form to: osc.support.services@osc.nc.gov
6. For any questions, please call 919-707-0795.