



City Ethics Commission
 200 North Spring Street
 City Hall — 24th Floor
 Los Angeles, CA 90012
 (213) 978-1960
 ethics.lacity.org

Application for DCFS ID Form 62

Every City department must report information about its bidders and contracts on a quarterly basis. Reports are filed electronically through the Ethics Commission's Department Contract Filing System (DCFS). Each department head and the primary contract coordinator for each department must both have a unique identifier (DCFS ID) and password, which are used in place of a physical signature to file the reports. This form must be submitted to obtain a DCFS ID. An incomplete form may delay the issuance of a DCFS ID. Please write legibly.

Original filing Amended filing (original signed on _____; last amendment signed on _____)

Filer Type (check one box):

General Manager/Department Head Department Contract Coordinator

Filer Name:

Filer Department:

Filer Office Street Address:

Filer Office City, State, Zip Code:

Filer Email:

Filer Phone:

Certification:

I hereby apply for a DCFS ID. I understand that filings electronically signed with the DCFS ID issued to me are presumed to be made by me under penalty of perjury pursuant to the laws of the City of Los Angeles and the state of California. I also understand that I am solely responsible for the security of the DCFS ID issued to me, that sharing it with any party is done in my sole discretion, and that I assume any liability that results from sharing it.

Date: _____ Signature: _____

Name: _____

Please submit *signed and completed* form to the Ethics Commission:

Email: ethics.dcfslacity.org

Fax: (213) 978-1988

Mail: 200 North Spring Street, Suite 2410, Los Angeles CA 90012

Ethics Commission Use Only

Date Received: _____ ID: _____ Date Issued: _____

Associated IDs: _____