



Securing today
and tomorrow

Dear Colleague,

On May 21, 2020, we announced temporary (COVID-19) procedures to allow claimants to use different methods to sign the notice of appointment of a representative *and* fee agreement, if the fee agreement is submitted with the new notice of appointment.

While these procedures are in place, if we receive an appointment document and the claimant's original signature does not appear to be a wet signature, we will make three attempts to contact the claimant to verify their identity and confirm the signature. If we verify the identity and signature, we will process the appointment. If we cannot verify the claimant's signature, we will return the paperwork to the person who submitted it and indicate we are not recognizing their appointment.

We also have temporary procedures in place permitting claimants to appoint a representative verbally during a "remote" telephone hearing with an administrative law judge. However, they must subsequently submit a written notice of appointment. In this situation, we also will accept an alternate format of the claimant's signature on the written appointment notice.

Please click [here](#) to learn more about these temporary procedures.

I encourage you to share this information with your members, colleagues, affiliates, and other interested parties.

Sincerely,

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