

# NEW USER REGISTRATION FORM

## For a Third Party Representative — Consumer Products & Commercial and Industrial Equipment



U.S. Department of Energy  
**Energy Efficiency and Renewable Energy**

*Bringing you safer, smarter, cleaner energy  
clean, abundant, reliable and affordable*



**Building Technologies Program**

**Compliance and Certification  
Management System**

To complete this form:

1. Type in the information for the company official responsible for submitting certification reports.
2. Type in the information for the third party representative requesting a user account – the party who will be using CCMS to submit reports (often the OEM, a trade group, or a test laboratory).
3. Print the form, then sign and date.
4. Form submittal method: Scan and upload a signed copy at <https://www.regulations.doe.gov/contact-us>

**The contact for certification reports prepared and submitted by the third party organization under the provisions of 10 C.F.R. § 429.12(g) is:**

Third Party Organization: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Facsimile Number: \_\_\_\_\_

As a third party representative I certify that:

1. I am aware of the penalties associated with violations of (1) the Energy Policy and Conservation Act (Pub. L. No. 94-163), as amended by Pub. L. No. 95-619, Pub. L. No. 100-12, Pub. L. No. 100-357, and Pub. L. No. 102-486 (the Act) and the regulations thereunder, and (2) 18 U.S.C. § 1001, which prohibits knowingly making false statements to the Federal Government;
2. I am responsible for all information in the certifications report(s) I submit to DOE via CCMS;
3. I will submit to DOE via CCMS certification reports only in accordance with 10 C.F.R. Parts 429, 430, and 431 and the Energy Policy and Conservation Act, as amended; and
4. An authorization granting me the authority to submit this information on behalf of the manufacturer(s) is on file with the U.S. Department of Energy.

I further certify, based on all information available to me and to the best of my knowledge and belief:

5. The basic models listed in all certification reports I submit to DOE via CCMS comply with the applicable conservation standard(s);
6. All required testing has been conducted in conformance with the applicable test requirements prescribed in Parts 429, 430 and 431, as appropriate, or in accordance with the terms of an applicable test procedure waiver; and
7. All information reported in all certification reports submitted to DOE via CCMS is true, accurate, and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Paperwork Reduction Act and OMB Burden Disclosure Statement

**OMB Control Number: 1910-1400**

**Expiration: September 30, 2024**

These data are being collected for manufacturers to certify compliance with DOE's energy conservation, water conservation, or design standards. The data you supply will be used by the Department to monitor compliance with the energy conservation, water conservation, and design standards and testing requirements for the consumer products and commercial and industrial equipment mandated by the Energy Policy and Conservation Act, as amended, and DOE regulations.

Under this Office of Management and Budget control number, the public reporting burden for collection of information in the certification process is estimated to average 35 hours per year, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Of this total time, DOE estimates that completion of user registration/authorization will have an average public reporting burden of 0.25 hours. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of the Chief Information Officer, Records Management Division, IM-23, Paperwork Reduction Project (1910-1400), U.S. Department of Energy, 1000 Independence Ave. SW, Washington, DC, 20585-1290; and to the Office of Management and Budget (OMB), OIRA, Paperwork Reduction Project (1910-1400), Washington, DC 20503.

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB control number. Submission of this data is mandatory.