

Instructions for Third-Party Authorization

Dear California Resident:

Before we can fulfill an access or deletion request made by a third party on behalf of a California resident, the California Consumer Privacy Act (CCPA) requires American Water Resources to obtain evidence that you authorize the third party to make the request on your behalf.

In order to authorize a third party to make a personal information access or deletion request on your behalf, please complete this Third-Party Authorization. Completing each line on the declaration with accurate information is required.

The following are the instructions for completion of the Third-Party Authorization form:

- **Line 1** – fill in *your* name (this is for the person whose personal information is the subject of this request, i.e. the consumer).
- **Line 2** – fill in *your* service address (i.e. the place where you receive American Water Resources services)
- **Line 4** – indicate whether *you* are a current or former customer.
- **Line 5** – fill in *your* email address for information or questions to you about this request.
- **Line 6** – fill in the third party's name you are authorizing to make this request on your behalf (Authorized Third Party).
- **Line 7** – fill in the email address of the third party you are authorizing to make the request on your behalf.
- **Line 8** – insert the Case Number you received when submitting your request.
- **Line 9** – indicate which email address you request the report be sent to. You may only select one email address.
- Once the Declaration is complete, you can:
 - Upload it to the American Water Privacy Portal
 - Or mail the completed form to:

American Water Works
Attn: Enterprise Security
1 Water St
Camden, NJ 08102

- If we do not receive this signed Declaration (page 2), we will not be able to complete your request and your request may be closed.
- For the protection of your account and privacy, after we receive your Declaration an American Water Representative will reach out to you using the contact information we have on-file to verify your Request.



Third-Party Authorization Declaration

- (1) California Consumer's Name _____
- (2) Consumer's Service Address _____
- (3) Consumer's City, State, Zip _____
- (4) Consumer is a current or former customer: yes no
- (5) Consumer's email address for communications about this request _____
- (6) Name of Person Authorized to Act on my behalf (Authorized Third Party) _____
- (7) Authorized Third Party's email address _____
- (8) Case Number _____

Dear American Water,

I am the individual named above in Line 1 and a resident of the State of California.

Please accept this declaration authorizing the Authorized Third Party named above (in Line 6) to act as my representative in connection with my request to access or delete my personal information under the California Consumer Privacy Act of 2018, as amended.

Send my personal information to the email address above on:

- (9) Line 5 (me) OR Line 7 (Authorized Third Party)

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature: _____

Date: _____