



MISSOURI DEPARTMENT OF NATURAL RESOURCES  
WATER PROTECTION PROGRAM  
**eDMR PERMIT HOLDER AND CERTIFIER REGISTRATION**

Complete this form to register a permit holder for electronic reporting. This form should also be used to identify or change authorized representatives assigned an electronic signature for the department's eDMR system.

**PART A. PERMIT HOLDER INFORMATION**

PERMIT NUMBER <b>MO-</b>	FACILITY NAME		
ADDRESS	CITY	STATE	ZIP CODE
PERMIT HOLDER ACCOUNT ACTION <input type="checkbox"/> New Application <input type="checkbox"/> Revised Permit Holder or Account Information <input type="checkbox"/> Request for Reactivation			

**PART B. USER ACCOUNT INFORMATION**

USER ACCOUNT ACTION <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Delete	ACCOUNT TYPE <input type="checkbox"/> Viewer <input type="checkbox"/> Preparer <input type="checkbox"/> Certifier		
LAST NAME	FIRST NAME	MIDDLE INITIAL	
JOB TITLE	EMPLOYER'S NAME		
EMAIL	TELEPHONE NUMBER WITH AREA CODE		
ADDRESS	CITY	STATE	ZIP CODE

USER ACCOUNT ACTION <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Delete	ACCOUNT TYPE <input type="checkbox"/> Viewer <input type="checkbox"/> Preparer <input type="checkbox"/> Certifier		
LAST NAME	FIRST NAME	MIDDLE INITIAL	
JOB TITLE	EMPLOYER'S NAME		
EMAIL	TELEPHONE NUMBER WITH AREA CODE		
ADDRESS	CITY	STATE	ZIP CODE

USER ACCOUNT ACTION <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Delete	ACCOUNT TYPE <input type="checkbox"/> Viewer <input type="checkbox"/> Preparer <input type="checkbox"/> Certifier		
LAST NAME	FIRST NAME	MIDDLE INITIAL	
JOB TITLE	EMPLOYER'S NAME		
EMAIL	TELEPHONE NUMBER WITH AREA CODE		
ADDRESS	CITY	STATE	ZIP CODE

**PART C. PERMIT HOLDER REGISTRATION**

I request the above identified permit holder be registered for electronic reporting and request any department initiated minor permit revisions (where no fee is required) that may be necessary to allow use of the department's eDMR system. As the permit holder, I agree the authorized representatives will follow permit requirements and the procedures for the electronic submission of DMR forms, as described in the permit holder participation package.

Please establish or revise the above user accounts in accordance with the information provided for each identified account. The person(s) identified as certifier(s) are hereby designated as the authorized representatives for all reporting purposes. I understand each person to receive a certifier account on the eDMR system must complete Part D and must sign in the presence of a Notary Public.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

PERMIT HOLDER NAME (TYPE OR PRINT)	PERMIT HOLDER SIGNATURE	DATE
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OFFICIAL TITLE (TYPE OR PRINT)
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**PART D. CERTIFIER REGISTRATION**

The permit holder and certifier intend to have the submission of eDMRs be the functional equivalent of the paper submissions required by a permit issued in accordance with the Missouri Clean Water Law, Chapter 644, RSMo and/or the Clean Water Act, 33 U.S.C. § 1251, *et seq.* The certifier will use a validly issued PIN as a signature when submitting eDMRs. The permit holder and certifier agree not to contest the validity of eDMRs submitted under an authorized PIN based on the fact such submissions were completed electronically. The permit holder and certifier further agree the provisions of the Uniform Electronic Transactions Act, Sections 432.200 through 432.295, RSMo, shall apply, except as otherwise stated herein or within the permit holder participation package.

The permit holder and certifier agree:

1. Any eDMR submitted under the PIN specific to the certifier shall be considered a "writing" or "in writing;" and any such records shall be deemed for all purposes:
  - a. To have been "signed" by the certifier.
  - b. To constitute an "original" when printed from electronic files or records.
2. Electronic DMRs constitute admissible evidence in any judicial or administrative proceeding.

An electronically submitted DMR will not satisfy a reporting requirement until it has been received and accepted by the department. If an electronically submitted DMR is rejected, the permit holder shall take the necessary steps to properly resubmit such DMR within 24 hours of the notice of rejection.

**By signing below, the permit holder and certifier agree with the terms and conditions of Part D.**

\_\_\_\_\_  
Certifier (must sign in the presence of Notary)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Public 1\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Permit Holder (must sign in presence of Notary)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Public 2\*

\_\_\_\_\_  
Date

\* Notary public 1 is for use if both the permit holder and the certifier both sign in the presence of the same notary; however, if the notary so desires they may sign and stamp both locations.  
If the certifier and the permit holder do not sign at the same time, then notary 1 is specific to the certifier and notary 2 is specific to the permit holder.  
In cases when the certifier and the permit holder are not in the same location, the certifier must complete the application to the best of their ability (including signature and notary public 1) and send the document to the permit holder to be completed (including signature and notary public 2).



# INSTRUCTIONS FOR COMPLETING FORM 780-2204, eDMR PERMIT HOLDER AND CERTIFIER REGISTRATION

## Part A: Permit Holder Information

Provide the permit number, the facility name listed on the permit, physical address of the facility, and action to be taken (new application, revised information or reactivation).

## Part B: User Account Information

Provide up to three different users. If additional users are needed, please attach a second page with the requested information. Please indicate the user account action to be taken (add, update or delete), the account type (viewer, preparer, or certifier), user name, job title, employer's name, email address, telephone number, and mailing address for each user.

The viewer can view and obtain reports, check status of submitted eDMRs, and view submitted data. The preparer can do all that the viewer can do in addition to having the ability to fill out and save eDMR forms. The certifier can do all that the viewer and preparer can do in addition to having the ability to submit eDMR reports.

Each user must have a distinct email address.

## Part C: Permit Holder Registration

The permit holder must print their name, sign, date, and title this part to signify agreement to be registered in the eDMR system. A minor modification will be needed to add the eDMR reporting requirements into permits at no cost to the permit holder if no other modifications occur at that time. The permit holder's signature asserts the information provided is to the best of their knowledge true, accurate, and complete.

Permit Holder Signature - All forms must be signed as follows and the signatures must be **original**:

- a. For a corporation, by an officer having responsibility for the overall operation of the regulated facility or activity or for environmental matters.
- b. For a partnership or sole proprietorship, by a general partner or the proprietor.
- c. For a municipal, state, federal or other public facility, by either a principal executive officer or by an individual having overall responsibility for environmental matters at the facility.

## Part D: Certifier Registration

Each certifier must have a separate Part D. This part must be signed in front of a notary public. If the certifier and permit holder sign at different times or places, the certifier can sign in front of notary public 1 and then send the document to the permit holder to sign in front of notary public 2. If the certifier and permit holder are present together, they may both sign in front of notary public 1, making it unnecessary to have a second notary sign the form. By signing the form, both the certifier and permit holder are showing agreement with the submittal requirements as outlined in the part.

This completed form and any attachments should be submitted to:

Site-Specific Permits (MO-0000000)	General Permits (MO-R000000 or MO-G000000)
Department of Natural Resources Water Protection Program ATTN: Operating Permits Section P.O. Box 176 Jefferson City, MO 65102-0176	Please send to the appropriate regional office. A map of regional offices with addresses and phone numbers are available online at <a href="http://dnr.mo.gov/regions/">dnr.mo.gov/regions/</a> .

**Submittal of an incomplete form may result in form being returned.**

If there are any questions concerning this form, contact the appropriate regional office or the Missouri Department of Natural Resources, Water Protection Program, Operating Permits Section at 855-789-3889 or 573-526-2082.