# Criteria for Signed Statement

Outlined is the general criteria that Facebook requires in order to verify your identity, relationship, and reasoning for granting access to the requested Facebook Business Manager account.

1. The email address and url of the profile associated with the Facebook account you would like to add as an admin.
2. A brief description of your relationship to the Business and the Business ID.
3. A brief explanation of your request (ex: a new employee has started and needs admin access).
4. Proof of billing:
   1. 3 most recent invoices/billing statements for the ad accounts associated with the business.
   2. AND the last 4 digits of the credit card(s) associated with the account.
   3. If your business does not have an associated ad account, declare this in your statement.
5. A declaration that all provided information is true and accurate. Include the verbiage “Under Penalty of Perjury.” If your statement fails to contain similar language and is not signed by hand, it won’t be considered compliant.
6. Provided business documents must follow the following criteria:
   1. Business name
   2. Business logo
   3. Business address
   4. Must be accepted by Facebook’s policy
   5. Issued by an official government organization
   6. Confirm client contact email

Examples of acceptable business documentation include:

* 1. Articles/Certificates of Incorporation/Formation/Organization
  2. Business Licenses and Permits
  3. DBA Documents
  4. Tax Certificates and Licenses
  5. Utility Bills
  6. Bank Statements
  7. Summaries and Letters
  8. Credit Score Reports
  9. Securities and Trading Documents

1. Provide a copy of a valid government-issued photo ID of the person submitting the statement. Examples of accepted IDs include:
   1. Driver’s license
   2. National identity card
   3. Passport
   4. Birth certificate.

If you are unable to provide an accurate up-to-date government-issued photo ID, you can provide 2 alternatives including:

* 1. Student card
  2. Library card
  3. Refugee card
  4. Employment verification
  5. Diploma
  6. Loyalty card.

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# Signed Statement Template

[Date]

Case ID #

Hello,

[Business name] needs to regain access to the [Business name] Facebook Business Manager [ID #]. After checking with current and previous employees, we have not been able to find out who at the business originally created the business manager.

[Owner name], one of the owners at [Business name], has designated myself, [Your name], to be the new business manager admin. I am employed by [Business name] as their [Your title or relationship]. My Facebook login email address and Facebook page URL are included below:

* Facebook email address:
* Profile URL:

​To our knowledge, [Business name] does not have a Facebook ads account. ​

Per your request, this PDF includes the following supporting documents:

* [Your photo ID]
* [Business name] Business License
* [Business name] most recent utility bill
* [Business name] Membership renewal
* [Business name] website platform monthly statement

I certify that the information provided is true and accurate.

Printed Name: [Your name]

Signature: [Your signature]