



COLORADO PASSENGER TRAMWAY SAFETY BOARD
APPOINTMENT OF SUBSTITUTE DESIGNATED AGENT

Pursuant to Colorado Passenger Tramway Safety Board's rules and regulations, this form shall be sent to the Board office to serve as appointment of an area's substitute designated agent per Board Policy 2 Designated Agent. Please review the policy and fill out the form. Mail the completed form to Colorado Passenger Tramway Safety Board, at 1560 Broadway, Suite 1350, Denver, Colorado 80202 OR fax it to 303-894-7790 OR email it to tramway@dora.state.co.us.

BOARD POLICY 2

2. Designated agent. It is the policy of the Board that each licensee shall authorize and designate an agent, who shall receive service from and sign all documents required by the Board. Said agent shall be, or be an individual appointed by:

- the owner when the licensee is a sole proprietorship;
- an officer of the corporation when said licensee is a corporation;
- a partner when said licensee is a partnership;
- a board or a managing member when said licensee is a limited liability company;
- a board when said licensee is a homeowners' association;
- a city or town manager when said licensee is a municipality or parks and recreation department.

The Board shall be notified in writing at the time of application for registration of the identity of said agent and that said agent shall be in the upper level management of the licensee's organization. The appointed designated agent will be responsible for the licensee's compliance with the Board rules and regulations and disseminating pertinent Board information to the licensee's organization. Any change of an agent during the licensing period shall be made by written notice to the Board and shall be effective upon receipt by the Board.

A designated agent may appoint a substitute designee to act only in circumstances when the designated agent is unavailable. The substitute designee shall not function as an "alternate" to the designated agent when both are available. The Board shall be notified in writing by the designated agent when a substitute designee is appointed and the appointment shall be effective upon receipt by the Board. The substitute designee's appointment shall be limited to a period of one year. Each subsequent year, the designated agent shall notify the Board in writing of the substitute designee's reappointment or appoint another substitute designee. If notification is not received in a subsequent year, the Board shall not recognize a substitute designated agent as having authority to act in the absence of the designated agent. Said substitute designee shall be employed in the upper level management of the area's organization.

I have read the CPTSB Board Policy 2 Designated agent and understand the requirements regarding this policy and appoint the following as our area's substitute designee in my absence.

 Name of Area

 Designated Agent's Signature

 Date

 Designated Agent's Name (Type or Print Name)

 Title

Substitute Designated Agent's Information

 Substitute Designee's Signature

 Date

 Substitute Designee's Name (Type or Print Name)

 Title

Substitute Designee's Email: _____