

# Cover Sheet for Final Processing by Legal

**(Required with instrument submission to Legal for Final Processing)**

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I verify I have the following information in order for legal to finalize my instrument.

- Original instrument signed by sub-recipient/contractor and Bureau director (2 copies if sub-recipient/contractor requires an original copy)
- Original copy, with **original signature**, of the same forms that are attached in ACES
  - Certificate of Compliance/Beason-Hammon
  - Sole Source Letters (both letters)
  - Disclosure Form
  - BAA, if needed
- Copies of the same forms that are attached in ACES
  - Cover Sheet (printed from ACES Associated Documents tab)
  - Summary Data Sheet (printed from ACES Associated Documents tab)
  - E-Verify
  - Sub-recipient Budget
  - Indirect cost form or letter
  - Other
    - \_\_\_\_\_
    - \_\_\_\_\_
    - \_\_\_\_\_
    - \_\_\_\_\_
    - \_\_\_\_\_

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_