



CCPA Parent and Legal Guardian Cover Sheet

The California Consumer Privacy Act of 2018 (CCPA) provides California residents with the right to ask Altra Federal Credit Union about Personal Information that we collect and use. California residents also have the right to ask Altra Federal Credit Union to delete the Personal Information that we collect from them, subject to applicable exceptions.

The CCPA also allows California residents to appoint someone to make a request on their behalf. Parents and legal guardians have natural Power of Attorney over their minor children. To protect minors' privacy, we require that parents and legal guardians provide proof of their status.

Accordingly, parents or legal guardians may mail this Cover Sheet and a certified copy of the birth certificate or legal document to: **Altra Federal Credit Union, 1700 Oak Forest Dr., Onalaska, WI 54650-9550. These documents are only to verify authority for making requests and will not be retained. This form must be received within 14 days of the request, or the request may be denied.**

IMPORTANT: This form is only used for supplementing existing requests made via Altra Federal Credit Union's Online Portal, via toll-free telephone number, or in-person at a branch.

Please provide the CCPA Reference Number here: _____

To be completed by the Parent/Legal Guardian

I, _____, am the Parent or Legal Guardian of _____ a minor child. By signing below, I am certifying under penalty of perjury that I have the authority to act on their behalf. In evidence thereof, enclosed please find a certified copy of the minor child's birth certificate naming me as parent or the legal document appointing me as legal guardian.

Signed this _____ day of _____, 20_____.

(Signature of Parent/Legal Guardian)

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____

On _____ before me, _____ personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)