

Resolution for Exclusion of Parent Organization – Sample

I, *(Insert Full Name)*, the duly elected Secretary of *(Insert Name of Parent Organization)*, a corporation organized in the State of *(Insert Name of State)*, located at *(Insert Address of Parent)* do hereby certify that the following is a true and complete copy of a resolution passed at a meeting of the Board of Directors of said Corporation, at which a quorum was present, duly called and held *(Insert Month Day, Year)*.

BE IT RESOLVED that *(Insert Name and Address of Parent Organization)*, its officers and directors, as such, will not require and will not have access to classified information in the custody of *(Insert Name of Subsidiary)*, a subsidiary corporation, and further that *(Insert Name of Subsidiary)*, has been delegated full authority to act completely independent of *(Insert Name of Parent Organization)* in all matters that involve or relate to *(Insert Subsidiary's)* responsibility to safeguard information.

BE IT FURTHER RESOLVED that this action is taken for the purpose of exempting *(Insert Name of Parent Organization)* from the necessity of being processed for a Facility Security Clearance in conformity with the “National Industrial Security Program Operating Manual.”

IN WITNESS WHEREOF I have hereunto set my hand and affixed the seal of *(Insert Name of Company)* this *(Insert Date)*.

Signature

Note: Two copies shall be furnished to the Local DSS Industrial Security field office with an original signature and corporate seal on each. One copy shall be furnished to the subsidiary. Both the parent and subsidiary must execute a “Certificate Pertaining to Foreign Interest” (SF 328).

If the parent is to be excluded from a higher category of classified information, the next to last paragraph should read “... from the necessity of having to be processed for a Facility Security Clearance equivalent to that held by the (Name of Subsidiary).”

