IMPORTANT NOTICE
READ PRIOR TO COMPLETING FORMS

In response to the state of emergency that has been declared by Executive Order 2020-215 in Kentucky because of the COVID-19 outbreak and subsequent limitations on the movement and proximity of individuals, the Teachers' Retirement System of the State of Kentucky (TRS) will use the following procedures to comply with social distancing as it relates to witness and notarized signatures normally required by TRS on certain forms. TRS is suspending the requirement of witness or notary signatures on forms returned to TRS so that members may instead complete a certification attesting to their identity for forms filed between March 23, 2020, and the end of the state of emergency. That certification is located at the bottom of this page and must be completed and turned in with the enclosed form(s).

This suspension does not apply to a spouse's signature required by KRS 65.154.

While witnessed and notarized signatures are not being required as normal, be aware that, under KRS 523.100, a person is guilty of unsworn falsification to authorities when, with an intent to mislead a public servant in the performance of his duty, the person makes a material false written statement, which the person does not believe, in an application for any benefit or in a record required by law to be submitted to any governmental agency.

Complete, sign and return this entire page to TRS.

Certification:
In lieu of obtaining a witness and/or notary signature and under penalty of law, I certify by my signature below that I am the same person whose name is provided in this certification and that I am the person who has signed the enclosed form.

_____
Printed Name

_____
Signature

_____
Last four digits of Social Security number

To protect confidential member information and guard against identity theft, never *email* documents with personal identifiable information, such as Social Security numbers, to TRS. Mail those documents to TRS, 479 Versailles Rd. Frankfort, KY 40601, or fax to 502-848-8599.