

# Public Agency Membership Application – PART I

## Step-by-Step Application Instructions

(Please provide all requested information to facilitate the timely processing of the application materials.)

- 1 In the space below, provide the required public agency information. The membership/billing contact must be the same, even if the annual invoice will go to a different person within the agency.
- 2 Using the sample table in Part II of the application, list the names of all professional staff members to be included in this membership. An electronic, Excel version of the roster is available online at [www.ite.org/agency](http://www.ite.org/agency).
- 3 For each individual being included in the membership, attach a chronological resume.
- 4 Include your payment with the new agency membership application, or contact ITE (+1 202-785-0060) to request an invoice, based on the annual dues option you choose. ITE accepts checks, Visa, MasterCard, American Express, and government purchase orders.

**Terms:** Dues billing is annual and cannot be prorated. A membership year runs from January 1 to December 31. Renewal billings are rendered in the fall for the subsequent year and are due January 1. New member billings are rendered upon acceptance and are due upon receipt. All payments must be made in U.S. funds, using one credit card or check.

- 5 Send all application materials along with your payment to **ITE Headquarters at 1627 Eye Street, NW, Suite 600, Washington, DC 20006**, or e-mail to [membership@ite.org](mailto:membership@ite.org).

## Public Agency Information

### AGENCY

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Agency Name to Appear on Your Official Agency Roster

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Street Address/P.O. Box

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City

State/Province

Zip/Postal Code

Country

### AGENCY MEMBERSHIP/BILLING CONTACT

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Full Name

Job Title

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Street Address/P.O. Box (if different from the above)

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City

State/Province

Zip/Postal Code

Country

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Telephone/Fax

E-mail

