



## 2025 Clerk and Recorder Authorized Signature Form

The Secretary of State is empowered to authenticate official records issued by the Clerk and Recorder for use in foreign countries. (Ref. 1-5-608, MCA). This form mandates the collection of all signatures belonging to those who are authorized to sign or certify official records.

☐ **2025 Annual Identification of Authorized Signers**

\* Check this box when submitting the initial list of authorized signers. Completed forms must be submitted by January 31<sup>st</sup> 2025.

☐ **2025 Adjustment of Authorized Signers**

\* Check this box when a change is being made to the initial list of authorized signers.

1. Affix the Clerk and Recorder seal and obtain the signature of the Clerk and Recorder.
2. All signatures must be consistent with the signatures used on official records.
3. Provide the requested information for each column as well as the information at the bottom of this page.
4. When all requirements have been met, email this form to [sosnotary@mt.gov](mailto:sosnotary@mt.gov).

Add	Remove	Effective Date	Title (print or type)	Full Name (print or type)	Signature
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				

Affix Seal of Clerk and Recorder below (embossed impressions must be inked)

Approved By: \_\_\_\_\_, Clerk and Recorder County: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

