Notary Services
2014 Clerk and Recorder Authorized Signatures

The Secretary of State's Office may be requested to authenticate documents issued from your office for foreign processing. This process requires the verification and identification of individual signatures and the official seal from your office. A completed form from your office is needed for our records to fulfill requests to authenticate a document.

Directions: Complete this form by having all personnel authorized to sign and/or certify official documents issued from your office print and sign their name, and by providing an impression of the official seal of your office.

Submit the completed form to **Secretary of State, Notary Services, PO Box 202801, Helena, MT 59620**.

This form is effective from January 01, 2014 through December 31, 2014.

Please note: If you have any deletions or additions to your staff of authorized signers, you do not need to have the entire staff sign again. If one or more people are added, provide their names and their signatures on the form. If you have a deletion, you only have to list the person who has been deleted on the form and send it to us.

Please contact Della Pedersen at (406) 444-1877 if you have any questions about the form or the apostille/authentication process.

Title	Name (print or type)	Signature
Clerk & Recorder		
Deputy Clerk and Recorder		

Seal of Clerk and Recorder: (Seal)

Effective Date: _____ County: _____

Phone: _____ Email address: _____

Title	Name (print or type)	Signature