

Document Instructions

For the New York Assembly – Land and Soil Jurisdiction

The following instructions and chart will help you complete your documents successfully - details do matter!

Document Editors

New York Assembly document files are in .docx format. If you are using an open source editor to complete your documents and the text looks distorted or on the wrong page, you may view a .pdf preview of each document page, which is found on the “Declare Your Status” page of the New York Assembly website. If you are unable to correct it, please contact the Assembly Coordinator or Recorder for assistance before printing your documents.

Printing and Scanning

It is advised that you used a printer with good ink coverage. If the document is unrecordable it will be returned to you. It is also recommended that you scan all your completed documents in .pdf format for reference. This is not necessary for an initial recording, but it is recommended in case it is requested, or assistance is needed.

Editing the Document

When editing the document, do not delete any black text or symbols. When editing the text in **RED**, be sure to replace text as shown on the form; UPPERCASE, Upper/Lowercase and **Bold**. After you have finished adding in your own names and information by replacing or erasing the items highlighted in **RED**, simply change the text color back to BLACK before printing.

DO NOT edit any of the black text. ONLY update the text highlighted in **RED**.

Signing and Notarized

When signing your document, you will want to sign it in front of a local Notary Public in the proper ink color (**RED** or **BLUE**), and in either PRINT or SCRIPT. Example: Deed of Re-Conveyance, Baby/Property Deeds are signed in **RED**. Deed of Conveyance and all other documents are signed in **BLUE**.

When signing your document, the use of a “by-line” establishes your authorship of your name/signature and you will add a copyright symbol © after your signature, which further establishes ownership. All documents must be signed this way, no matter how each document’s signature line text is displayed (particular documents have added black text with the words “Living Soul” after the signature – do not erase).

Every document with your signature should have the notaries embossed seal.

Thumbprint

Seal your signatures with your right thumbprint in **RED** ink. Your thumbprint should touch the last two to three letters and a copyright symbol © - try not to obscure your signature. This should be the last item completed on each document before scanning, mailing or recording. Note: Do not add the thumbprint in front of the Notary Public.

****SEE “Help and Autograph Charts” to determine the signature needs for each document.**

Help Chart

How to autograph your documents

Form Name	Which Name if Multiple	By Line Autograph Type*	"Pen Ink Color" Blue or Red Red Thumbprint	Comments
2 Witness Testimonies - 7 Years Known Required for 1779 Basic or 928 Advanced	Current	Script	Blue Ink**	**If American State Nat/Cit use Red Thumb © ARR, WOP.
Option 1 – 1779 Basic Form	Current			
Declaration of 1779 - American Current	████	Print	Blue Ink/Red Thumb	
Declaration of 1779 – Federal Employee Current	████	Print	Blue Ink/Red Thumb	
Declaration of 1779 – Federal Employee Naturalized Current	████	Print	Blue Ink/Red Thumb	Public Notice? █████
Declaration of 1779 - Naturalized Current	████	Print	Blue Ink/Red Thumb	Public Notice? █████
Declaration of 1779 - Assimilated Current	████	Print	Blue Ink/Red Thumb	Public Notice? █████
Option 2 – 928 Advanced Forms				
Deed of Conveyance for Assimilated & Naturalized 928/0	Birth	Script	Blue Ink/Red Thumb	Form w/Living Soul
Deed of Re-Conveyance 928/1	Birth	Script	Red Ink/Red Thumb	Form w/Living Soul
Certificate of Assumed Names 928/2	Birth	Script	Blue Ink/Red Thumb	
Acts of Expatriation 928/3	Birth	Script	Blue Ink/Red Thumb	Autograph matches By: line
Cancellation of POA 928/4	Current	Script	Blue Ink/Red Thumb	See note 3
Mandatory Notice FSIA 928/5	Current	Script	Blue Ink/Red Thumb	
Paramount Claim of Life 928/6	Current	Script	Blue Ink/Red Thumb	Form w/Living Soul
Voter Cancellation	Current	Script	Blue Ink/Red Thumb	
Optional Forms				Incur Additional Fees
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Common Carry	Current	Script	Blue Ink/Red Thumb	
Baby Deed	Current	Script	Red Ink/Red Thumb	Red - American Blue - Other
Lawful Marriage	Current	Script	Blue Ink/Red Thumb	For Newlyweds
Notice of Intent - Fee Schedule	Current	Script	Blue Ink/Red Thumb	
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Notes:

- * Autograph types are **Print** Upper Lower Case (John Mark Brown) or **Script** (John Mark Brown)
- Red** ink is used for Deeds i.e.: Deed of Re-Conveyance & Baby Deed.
- Ask about Power of Attorneys that should not be terminated / superseded.
- LOITN/A "Letter of Intent to Naturalize or Assimilate".
- Naturalized** – Is used for a U.S. Citizen. - **Assimilated** - Is used for a Non-U.S. Citizen.
- The Recording Secretary receives all color copies of the original 'wet ink' Documents.
- Notary Public signature dates must match document date, with an embossed seal on all documents.

How to Autograph Chart

Autograph in either Print or Script, **blue** or **red** ink.

Literally write out 'by:' before your name with a '©' after your name.
(even if the form already has these printed before and after on the autograph line)
All autographs MUST have a right thumbprint in **red** ink, placed as shown.

By: by: John Mark Doe ©
John Mark Doe © All Rights Reserved, Without Prejudice.



By: by: John Mark Doe ©
John Mark Doe © All Rights Reserved, Without Prejudice.



Documents

Declaration of 1779

Deed of Re-Conveyance Baby Deed, Property Deeds

Deed of Conveyance Certificate of Assumed Name

Acts of Expatriation

(Set of 3 documents when there is a middle name)

Man:

JOHN MARK DOE (trademark ESTATE)

JOHN M. DOE (transmitting utility)

JOHN DOE (ward of the STATE)

Woman:

JANE MARIE MAIDEN

JANE M. MAIDEN

JANE MAIDEN

Married:

JANE MARIE MARRIED

JANE M. MARRIED

JANE MARRIED

Autograph

by: John Mark Doe ©

by: John Mark Doe ©

by: John Mark Doe ©

by: John Mark Doe ©

by: John M. Doe ©

by: John Doe ©

by: Jane Marie Maiden ©

by: Jane M. Maiden ©

by: Jane Maiden ©

by: Jane Marie Married ©

by: Jane M. Married ©

by: Jane Married ©

Mandatory Foreign Sovereign Immunities Act

by: John Mark Doe ©

Cancellation of Prior Power of Attorneys

by: John Mark Doe ©

DNA Paramount Claim

by: John Mark Doe ©