

(Sept 1999)

State of California

DGS has full authority for signature authorization for land documents. CDF's signature authority is limited to document approval. The signature authority to approve land documentation on CDF's behalf can only be granted by the Director. Many agreements provide space for two or more signatures on the state's behalf—one recommending acceptance and one as a signatory to the document. The names and copies of CDF signature authority must be on file with the DGS.

Local Agencies

For land documents concluded with local agencies (counties, cities, districts, etc.), signature authority must accompany the document. Such authority must be in the form of a resolution or minute order made by a governing body and containing either "blanket" authority or the name of a specific individual to sign the contract. In all cases, care must be taken to assure that the person signing a contract is an authorized signatory for the contractor.

Federal Agencies

Signature authority for federal agencies varies widely. The best policy is to verify the authority at the time a signature is obtained and forward the verification with the document.

Private Parties

All signatures must correspond with the ownership title as shown in the county records for the parcel affected by the grant. Signatures must be witnessed and appropriately acknowledged.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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