

## Instructions for Signing Mineral Patents

- Each mineral patent has a signature block which appears as follows:

GIVEN under my hand, in THE CITY OF WASHINGTON, DISTRICT OF  
COLUMBIA the                      day of                      in  
the year of our Lord two thousand and  
and of the Independence of the United States the two hundred and

By \_\_\_\_\_  
DIRECTOR

- The Director must use a pen with BLACK permanent ink to sign two original mineral patents. Do not use felt tip pens or water soluble inks.
- After the Director signs the patents, the Office of the Director must carefully type in the day, month and year in which the Director signed the patents.
- Use words – not figures or numbers – for the day, month, and year. For example:  
  
    . . . the **third** day of **January** in the year of our Lord two thousand  
    and **one** . . .
- The Office of the Director must also type in the year of Independence. Use the following chart to determine the correct year of Independence.

If the Director signed the patent on a date on or between:	Then, after the phrase “and of the Independence of the United States the two hundred and” type:
July 4, 2001 through July 3, 2002	twenty-sixth
July 4, 2002 through July 3, 2003	twenty-seventh
July 4, 2003 through July 3, 2004	twenty-eighth
July 4, 2005 through July 3, 2006	twenty-ninth
July 4, 2006 through July 3, 2007	thirtieth

6. PATENTS MUST BE ABSOLUTELY FREE OF ERRORS – no erasures or corrections are permitted. An extra copy of the signature page is enclosed if an error is made on the original. If the extra copy is not enough, ask the proper State Office to e-mail the patent document to the Director’s Office to be printed on bond paper.
7. The surnaming copy of the patent must also be stamped with the Director’s facsimile signature stamp. The same date information must be typed on the signature block of the surname copy.
8. The Director must also sign and date the Second Half of Mineral Entry Final Certificate (SHFC).
9. After the Director signs the patent and the SHFC, return the package to the Assistant Director (300) who will Fedex the package to the proper State Office for final processing and delivery to the patentee.
10. The Assistant Director’s Office should immediately notify the Senior Specialist for Mining Law Adjudication in WO 320 (Roger Haskins) regarding when the Director has signed a mineral patent. Mr. Haskins will update the Bureau’s mineral patent logbook.
11. If you have any questions about these procedures, the documents or the files, please contact Roger Haskins at 452-0355 or Barbara Gauthier-Warinner at 452-0398 for assistance.