

This substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under Arizona Revised Statutes section 41-1033 for a review of the statement.

## **7. DATING AND SIGNING SEALS AND REVISIONS TO DRAWINGS**

Questions have been received concerning to the dating of a registrant's seal on professional documents when original documents are sealed and when revisions are made to professional documents after they have been sealed and signed by the registrant. After reviewing Board statutes and rules, including R4-30-304, as well as A.R.S. § 32-125, the Board developed this substantive policy statement. This substantive policy statement is offered as guidance to persons interpreting Board statutes and rules.

### **SUBSTANTIVE POLICY STATEMENT**

To comply with R4-30-304:

1. The appropriate date on the seal of an original document is the day that document is sealed and signed.
2. If a professional document is revised by the originating registrant after the date the seal is signed, that registrant may:
  - a. indicate the date, nature and scope of the revisions, or,
  - b. re-seal, re-sign, and re-date, with the current date.
3. If an electronic document is revised and re-plotted, it is considered a new professional document.
4. It is not acceptable to change the date on a seal.
5. When multiple sheets in a set of professional documents are individually sealed, only those revised sheets need to be re-sealed and signed. The cover sheet for the set does not need to be re-sealed unless the cover sheet has been revised.

Filed with the Arizona Secretary of State on January 26, 2004.

### **APPLICABLE LAWS**

- Arizona Revised Statutes § 32-125 (B) and (E).
- Arizona Administrative Code, Title 4, Chapter 30, R4-30-304.