



State of Arizona  
**BOARD OF TECHNICAL REGISTRATION**

1110 W. Washington • Suite 240 • Phoenix, Arizona 85007 • (602) 364-4930 • FAX: (602) 364-4931 • <https://btr.az.gov>

## AFFIDAVIT

I, \_\_\_\_\_, attest:  
(name of registrant)

That I hold Registration No. \_\_\_\_\_, issued by the Arizona State Board of Technical Registration. That I am familiar with and understand the Statutes and Rules of the Arizona State Board of Technical Registration with reference to the use of registrant's seal (A.A.C. R4-30-303 and 304). That the accompanying imprint of seal and superimposed signature is the only one that registrant is authorized to use under the above numbered certificate of registration.

\_\_\_\_\_  
Signature of Registrant

\_\_\_\_\_  
Date

Please provide a sample of your seal along with an original signature superimposed over the seal that does not obstruct your name and registration number in the box below. Completed affidavit must be mailed to the address listed above.

#### **R4-30-303. Securing Seals**

- A. Each registrant required to use a seal shall secure and use an ink seal 1 1/2 inches in diameter and identical in style, size, and appearance to the sample shown in Appendix A. The upper portion of the annular space between the second and third circles shall bear whichever of the following phrases is applicable to the registrant:
1. "Registered Architect"; "Registered Professional Engineer" together with the branch of engineering in which registered; "Registered Geologist"; "Registered Landscape Architect"; "Registered Land Surveyor"; or "Registered Assayer."
  2. The inscription "Arizona U.S.A." shall appear at the bottom of the annular space between the second and third circles; the inner circle shall contain the name of the registrant, registration number, and the words "date signed."
- B. The registrant may order the seal through any vendor and shall pay the cost of its manufacture. Immediately upon receipt of the seal and before using the seal for any purpose, the registrant shall file with the Board, for its records, on a form provided by the Board, an imprint of the seal with an original signature superimposed over it and an affidavit regarding the use of the seal. The Board, within 10 working days of receipt of the form from the registrant, shall disapprove any seal that does not meet the exact specifications of subsection (A) and require that the registrant obtain and pay for another seal that meets those specifications before sealing any work. Engineers registered in more than one branch shall secure and use a seal for each branch of engineering in which registration has been granted.

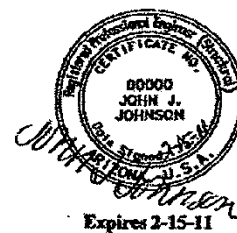
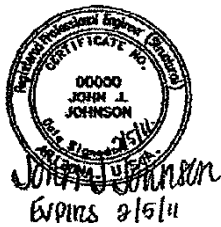
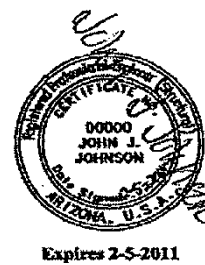
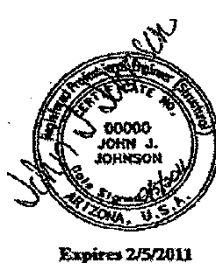
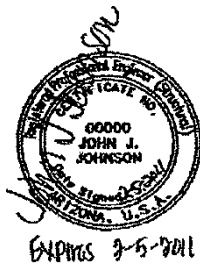
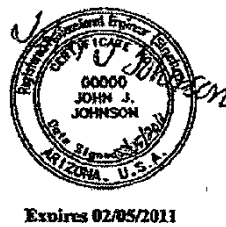
#### **R4-30-304. Use of Seals**

- A. A permanently legible imprint of the registrant's seal and signature shall appear on the following:
1. Each sheet of drawings or maps;
  2. Each of the master sheets when reproduced into a single set of finished drawings or maps;
  3. Either the cover, title, index page, table of contents page, or first sheet of each set of project specifications;
  4. Either the cover, index page, or first sheet of each addenda or change orders to specifications;
  5. Either the cover, index page, or first sheet of bound details when prepared to supplement project drawings or maps;
  6. Either the cover, index, table of contents page, or first sheet of any report, specification, or other professional document prepared by a registrant or the registrant's bona fide employee;
  7. The signature line of any letter or other professional document prepared by a registrant, or the registrant's bona fide employee; and
  8. Shop drawings that require professional services or work as described in the Act. Examples of shop drawings that do not require a seal include drawings that only show:
    - a. Sizing and dimensioning information for fabrication purposes;
    - b. Construction techniques or sequences;
    - c. Components with previous approvals or designed by the registrant of record; or
    - d. Modifications to existing installations that do not affect the original design parameters and that do not require additional computations.
- B. A registrant shall apply a label that describes the name of the project and an original imprint of the registrant's seal and signature on all video cassettes that contain copies of professional documents.
- C. In the event that a copy of a professional document is provided to a client, regulatory body or any other person for any reason by computer disk, tape, CD, or any other electronic form, and the document does not meet the requirements of subsection (D), the registrant shall mark the copy of the professional document: "Electronic copy of final document; sealed original document is with" (identify the registrant's name and

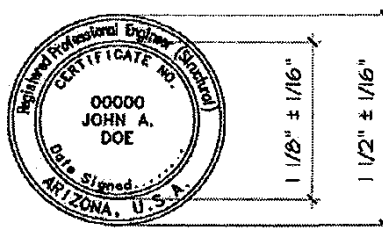
registration number)."

- D. A registrant shall sign, date, and seal a professional document:
  - 1. Before the document is submitted to a client, contractor, any regulatory or review body, or any other person, unless the document is marked "preliminary," "draft," or "not for construction" except when the document is work product intended for use by other members of a design team; and
  - 2. In all cases, if the document is prepared for the purpose of dispute resolution, litigation, arbitration, or mediation.
  
- E. \*\*For purposes of subsection (A) all original documents shall include:
  - 1. An original seal imprint or a computer-generated seal that matches the seal on file at the Board's office;
  - 2. An original signature that does not obscure either the registrant's printed name or registration number; and
  - 3. The date the document was sealed.
  - 4. A notation beneath the seal either written, typed, or electronically generated that provides the day, month, and year of expiration of current registration, as shown in Appendix B.(Effective 3/08/08)
  
- F. Methods of transferring a seal other than an original seal imprint or a computer-generated seal are not acceptable.
  
- G. An electronic signature, as an option to a permanently legible signature, in accordance with A.R.S. Title 41 and Title 44, is acceptable for all professional documents. The registrant shall provide adequate security regarding the use of the seal and signature

Examples of Signature, Seal and Date of Expiration Meeting Requirements of R4-304 (E) (2) & R4-304 (E) (4):



\*\* ENGINEERS MUST LIST BRANCH -Agriculture, Architectural Chemical, Civil, Control Systems, Electrical, Environmental, Fire Protection, Geological, Industrial, Mechanical, Metallurgical Mining, Nuclear, Petroleum, Sanitary, or Structural.



Outer circle should be 1 1/2 inches +/- 1/16 inches  
 Inner circle should be 1 1/8 inches +/- 1/16 inches