

## **180-12-.02 Sealing of Documents.**

(1) The term, “documents,” as used herein shall mean engineering and/or land surveying work issued in the form of plans, drawings, maps, surveys, reports, specifications, design information, and calculations, including such work issued in digital form. This Rule shall not apply to recordable property plats governed under O.C.G.A. 15-6-67(b)(2)(E).

(2) The term “issued” as used herein shall mean documents in the final form which bear the seal and signature of the registrant.

(3) The registrant shall seal and sign (with signature across the seal) all original final documents which are issued to a client or any public agency. The sealing of documents by the registrant shall certify that the work was performed by the registrant or under the direct supervisory control of the registrant on a daily basis. For engineering documents, the date of signature shall be placed immediately under the seal and signature.

(4) No registrant shall issue an incomplete, preliminary, in-progress, or for-review document or any type unless such document displays the date of issue and a notation in bold lettering, such as “PRELIMINARY,” “NOT FOR CONSTRUCTION,” “NOT FOR RECORDING PURPOSES,” or “FOR REVIEW ONLY,” which clearly identifies the purpose for which the document is issued.

(5) Seals, signatures, dates, and/or other notations required by this Rule shall be placed on original documents such that the seal, signature, date and/or notations, will be reproduced when copies are made. All dates and signatures shall be hand written. O.C.G.A. 10-12-4 does not apply.

(6) Documents containing more than one sheet shall be sealed and signed on the first or title page by all registrants responsible for the work therein. Each drawing sheet, whether bound or unbound, shall be sealed and signed by the registrant(s) responsible for the work on that sheet. If a document is sealed and signed by more than one registrant, the portion of the work for which each registrant is responsible shall be clearly noted.

(7) Each document that is sealed and signed by a registrant shall contain the name, address, and contact information of the firm or sole practitioner certifying the work.

(8) Documents that are electronically transmitted shall have the computer-generated seal removed from the original file. All electronically transmitted documents shall have displayed, in lieu of the seal, signature and date, the following statements, “The original of this document was sealed and signed by {registrant’s printed name and registration number on {date of signature}.” And in bold lettering, “THIS REPRODUCTION IS NOT A CERTIFIED DOCUMENT.”

Authority O.C.G.A. Secs. 43-15-4, 43-15-6, 43-15-18, 43-15-22. **History.** Original Rule entitled “Land Titles and Location” adopted. F. Oct. 24, 1968; eff. Nov. 12, 1968. **Repealed:** F. July 31, 1975; eff. Aug. 20, 1975. **Amended:** New Rule entitled “Sealing of Documents” adopted. F. May 7, 2001; eff. May 27, 2001. **Repealed:** New Rule of same title adopted. F. Jan. 28, 2005; eff. Feb. 17, 2005. **Repealed:** New Rule of same title adopted. F. Feb. 25, 2008; eff. Mar. 16, 2008. **Repealed:** New Rule of same title adopted. F. Jan. 23, 2009; eff. Feb. 12, 2009.

