

STANDARDS FOR PERMANENT INSTRUMENTS

Paper/Size:

Written instruments.

- 1. Documents submitted, recorded, or filed on paper shall be on paper that is acid free, uniformly white, opaque, smooth in finish, unglazed and free of visible watermarks and background logos.**
- 2. Paper size shall be no smaller than 8 ½ x 11 inches (letter) and no larger than 8 ½ x 14 inches (legal).**
- 3. Required minimum paper weight is 20 pounds.**
- 4. Negative (white on black background) copies and carbon copies are not acceptable.**

Inscriptions:

- 1. All inscriptions shall be black; solid, dense, uniform and sharp.**
- 2. All signatures shall be original and in dark blue or black ink.**
- 3. Printing size shall be the equivalent of nine-point or larger.**
- 4. Typing shall be elite (12 characters per inch) or pica (10 characters per inch) or larger.**
- 5. The font shall be the equivalent of a normal Ariel or Courier.**

Format:

- 1. The top margin shall be no smaller than 1 ¼ inch.**
- 2. The bottom, left and right margins shall be no smaller than ¾ inch.**
- 3. All instruments shall be single sided.**