

INSTRUCTIONS  
FOR PROPERLY EXECUTING AN OFFICIAL BOND,  
WHICH MUST BE STRICTLY COMPLIED WITH.

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*First.* The bond and oath of office must be dated and should be of even date, and the dates of affidavits of sureties and certificate of U. S. Judge or attorney should not be earlier than date of execution of bond.

*Second.* There must be not less than two sureties.

*Third.* The full name of the principal and each of his sureties should be written in the body of the bond and so signed to the bond. Where principal or surety has more than one christian name, the one by which he is generally known will be sufficient. The place of residence of each surety must be designated in the body of the instrument.

*Fourth.* There must be a seal of wax or wafer, or other adhesive substance, attached to each signature. The printed word "seal" or a scroll is not sufficient.

*Fifth.* The signature of the principal and of each of the sureties must be made in the presence of two persons who must sign their names as witnesses, stating their present residence; and it must appear for whom each witness signs.

*Sixth.* Each surety must make and sign an affidavit in accordance with the accompanying form.

*Seventh.* It is required that the sureties shall state, under oath, the nature of the property which they offer as security, that is, whether real or personal, describing each class of property specifically as indicated in the form of affidavit inclosed. It must be made to appear that the property offered is available upon execution or the bond will be rejected. If a woman signs as surety it must appear that she is single, as owing to the confusion in and uncertainty as to the rulings of the courts in the various States and Territories, married women will not be accepted.

*Eighth.* The real estate in which the sureties justify must aggregate at least double the penalty of the bond.

*Ninth.* The acknowledgments and oaths called for may be made before any officer duly qualified by the local laws of the place where the bond is executed. An affirmation, in judicial form, will be accepted instead of an oath.

*Tenth.* The officer before whom any of the acknowledgments are made, or oaths taken, must affix his official seal. There should be a separate and distinct impression of the official seal for each acknowledgment or oath.

*Eleventh.* Whenever any acknowledgment is made or oath taken before any officer not a Clerk of a Court of Record, the official character and standing of such officer, whether Notary Public, Justice of the Peace, U. S. Commissioner, or other officer qualified to administer oaths, should be evidenced by the formal certificate of the Clerk of the proper Court of Record or other competent authority.

*Twelfth.* The sufficiency of sureties must be certified by the United States District Judge or Attorney.

*Thirteenth.* Bonded officers of the United States will not be accepted as sureties.

Care should be taken that no erasures or mutilations of any kind be made, and if made, all such must be stated and certified before signing.