

FACT SHEET 10

SIGNATURE REQUIREMENTS FOR RRA FORMS

Reclamation Reform Act of 1982 (RRA)

This fact sheet details the signature requirements for RRA forms.

- **Certification forms** are the blue forms completed by individuals, entities, and religious or charitable organizations that are subject to the discretionary provisions. These are considered to be **standard** RRA forms, used to fulfill annual RRA forms submittal requirements.
- **Reporting forms** are the brown forms completed by individuals, entities, and religious or charitable organizations that are subject to the prior law provisions. These are considered to be **standard** RRA forms, used to fulfill annual RRA forms submittal requirements.
- **Declaration forms** are the green forms completed by trusts or estates, public entities, and farm operators. These are considered to be **standard** RRA forms, used to fulfill annual RRA forms submittal requirements.
- **Supplemental forms** are red forms completed by any type of landholder, and are usually submitted in conjunction with a standard RRA form.

If you are unsure of the information discussed in this fact sheet, contact your district or the appropriate Bureau of Reclamation office, or see the **Sources for more information** section at the end of this fact sheet.

Why are signatures required on RRA forms?

Signatures are required as legal validation of the information submitted on the RRA forms. An RRA form that is not signed by **all** the proper parties can generate potential consequences ranging from the assessment of an administrative fee to land being declared ineligible to receive Reclamation irrigation water.

Who must sign the RRA forms?

The landholder (direct or indirect owner or lessee) whose landholdings are being identified on an RRA form **must sign** that RRA form.

- A **married couple** is required to provide the signature of **both spouses**, even if the land identified on the RRA form is not jointly held.
 - Both signatures are required because the RRA form is an attestation that **all** nonexempt land (irrigation land or irrigable land that is subject to the acreage limitation provisions) of both spouses (and any dependents) has been identified on the RRA form.

- If land identified on an RRA form is not jointly held by the spouses, the spouse that holds title to the land may add the phrase, “the land is the sole and separate property of” above his/her signature. **However, both spouses must still sign the RRA form.**
- A **partnership, joint tenancy, or tenancy-in-common** is required to provide the signatures of **all** partners, joint tenants, or cotenants.
- A **corporation** is required to provide the signature(s) of the officer(s) who is authorized to carry out business activities (such as signatory authority), as specified in the documents establishing the corporation.
- A **religious or charitable organization** is required to provide the signature of an officer or authorized agent of the organization.
- A **public entity** is required to provide the signature of an officer or authorized agent of the public entity.
- A **trust** is required to provide the signature(s) of the trustee(s) for the trust. An **estate** is required to provide the signature(s) of the executor(s) or administrator(s) for the estate.
 - If a trust or estate has more than one trustee, executor, or administrator at the time the RRA form is completed, **all** trustees, executors, or administrators must sign the RRA form.
- A **farm operator** that involves a partnership, joint tenancy, or tenancy-in-common is required to provide the signatures listed above for those types of entities.

The signature requirements as listed above also apply to landholders that choose to or must submit the following forms as their standard RRA form or as a supplemental RRA form:

- “Verification of Landholdings” (Form 7-21VERIFY) [standard form]
- “Designation of Excess Land” (Form 7-21XS) [supplemental form]
- “Selection of Full-Cost Land” (Form 7-21FC) [supplemental form]

What are the exceptions to the RRA forms’ signature requirements as listed above?

- A married couple has the option of using a written **spousal signature authorization** to authorize one spouse to sign for the couple and the couple’s dependents.
- A partnership, joint tenancy, or tenancy-in-common has the option of using a written **entity signature authorization** to authorize one part owner to sign for the all of the entity’s part owners.
- The requirements applicable to spousal and entity signature authorizations are:
 - The authorization **must be notarized**.
 - A copy of the authorization must be filed with **each district** to which the landholder’s RRA form is submitted, and kept on file with the landholder’s RRA form.
 - The authorization must be in full force and effect **prior to** the execution date of the RRA form.
 - The authorization cannot be used to grant signature authority for the RRA forms to district personnel.
 - In the case of a married couple, the authorization cannot be used to grant signature authority for the RRA forms to someone other than one of the spouses.

- The authorization is **effective only prospectively** from the date it is signed and submitted to the district. A signature authorization cannot be used to correct signature problems on RRA forms that occurred in the past.
- If permitted by State law, a **power of attorney** document can be used to specify who may sign an RRA form.
 - The document must provide for overall rights for the person to act on behalf of the landholder, or it must specifically address the right to sign RRA forms for the landholder.
 - A copy of the document must be filed with **each district** to which the landholder's RRA form is submitted, and kept on file with the landholder's RRA form.
- An RRA form for a **trust or estate** can be signed by an authorized representative (instead of all trustees or executors) only if the documents that establish the trust or estate provide the authority for one person to sign for the trust or estate.
 - A copy of the authorizing provisions **must be provided to and kept on file at** each district to which the trust or estate submits an RRA form.
- **Landholders that hold land in multiple districts** must submit an **original** RRA form with original signatures to one of the districts in which land is held. However, **copies** of the signed RRA form can be submitted to the other districts in which the landholder holds land.
 - The district name where the original RRA form is filed must be circled in the Landholding Summary section of the RRA form, on both the original form and the copies, as detailed in the form's separate instructions.

Sources for more information

More information for your landholding situation can be found in the following documents. Contact your district or the appropriate Reclamation office for further guidance.

Form 7-21INFO	General Information About the RRA Forms	The RRA Fact Sheets and the current water year's RRA forms and instructions are available online and at your district or the appropriate Reclamation office.
Separate instructions to each RRA form applicable to your landholding situation		
RRA Fact Sheet 1	RRA Forms	
RRA Fact Sheet 5	Qualified Recipient RRA Forms	
RRA Fact Sheet 7	Limited Recipient RRA Forms	
RRA Fact Sheet 9	Prior Law Recipient RRA Forms	
RRA website (including the RRA forms, District Reference Sources, and the text of the RRA and its associated Regulations)		www.usbr.gov/rra