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| Utah Recording and Processing Standards | <b>Number:</b>    | Processing - 2 |
|   | <b>Version:</b>   | 1              |
|   | <b>Effective:</b> | 04/30/2023     |
|   | <b>Pages:</b>     | 4              |

## 1. Title

Name Discrepancies – Individuals: Recording of Documents with discrepancies between property Record Owner and the Grantor, Signature Line, and Notary Acknowledgement/Jurat.

## 2. Standard Procedure

**2.1 All Names Match Exactly:** When a document is presented for recording, the following name(s) should match exactly:

- Jane Smith (Record Owner)
- Jane Smith (Grantor)
- Jane Smith (Signature Block)
- Jane Smith (Notary Acknowledgment/Jurat)

When each name cannot, or does not, match the Record Owner, the follow standards apply:

**2.1.1 Grantor Line:** If the name of the party executing the document does not match the Record Owner, due to name change or error in a prior document, the correct/current name of the party(ies) signing must appear as the Grantor(s) of the document followed by clarifying language. For example, if Jane Smith is signing the document, but the Record Owner is Jane Johnson, the following is acceptable in the Grantor section:

- “Jane Smith, f.k.a. Jane Johnson”  
or
- “Jane Smith, formerly known as Jane Johnson”

If Jane Smith is signing the document, and the Record Owner erroneously shows as Jan Smith, the following is acceptable in the Grantor section:

- “Jane Smith, who acquired title as Jan Smith”  
or
- “Jane Smith, who erroneously acquired title as Jan Smith”

**2.1.2 Signature Block:** The name(s) of the party(ies) signing the document shall be typed or printed just beneath the signature on each document (Utah Code 17-21-25) and must match the name(s) in the Grantor section. In the event the Grantor section contains “formerly known as”, “also known as”, or corrective language, the typed or printed name(s) beneath the signature must match the correct/current name(s) as shown in the Grantor section.

For example, if the Grantor line reads “Jane Smith, f.k.a. Jane Johnson, Grantor”, the name typed or printed only needs to show “Jane Smith”. The “f.k.a.”, or “formerly known as” language is not needed in the signature block. If the Grantor line reads “Jane Smith, who acquired title as Jan Smith, Grantor”, the name typed or printed only needs to show “Jane Smith”. The “who acquired title as” language is not needed.

The party(ies) executing the document do not need to sign exactly how the printed/typed name(s) appear.

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**2.1.3 Notary Acknowledgement/Jurat:** When the name of party(ies) signing the document must be typed/printed by in the Notary Acknowledgement/Jurat section. The typed/printed name(s) should be the same names as the Record Owner(s), the Grantor(s), and the printed name(s) in the Signature Block. However, the typed/printed name(s) in the Notary Acknowledgement/Jurat section do not need to match exactly as the Record Owner(s), Grantor(s), and printed/typed name(s) in the Signature Block. Notary Publics will often type/print the name(s) of the person(s) signing before them exactly as their names appear on their government issued ID's. For example, the following formats are acceptable:

- Jane Smith (Record Owner)
- Jane Smith (Grantor)
- Jane Smith (Signature Block)
- Jane Doe Smith (Notary Acknowledgment/Jurat)  
or
- Jane Smith (Record Owner)
- Jane Smith (Grantor)
- Jane Smith (Signature Block)
- Jane Doe Smith a.k.a. Jane Smith (Notary Acknowledgment/Jurat)

### 3. Approvals

| Group                                | Approval | Date       |
|--------------------------------------|----------|------------|
| Utah Association of County Recorders | 100%     | 04/30/2023 |
| Utah Land Title Association Board    | 100%     | 05/08/2023 |

### 4. References

**4.1 Utah Lieutenant Governor's Office Instructions to Utah Notaries:** What to do if the signer's name on the document doesn't match the name on the ID?

- The signer can ask the agency issuing or receiving the document if it's OK to sign using an "also known as" or "AKA" signature.
- "(Name appearing on the ID), also known as (name appearing on the document)"
- "(Name appearing on the ID), AKA (name appearing on the document)"

**4.2 Common Notarial Act – Acknowledgment:**

- Ensures that a signer is who they say they are and are voluntarily signing the document.
- Common with documents concerning valuable assets (deeds, mortgages, trusts, etc.).
- Signer may sign document in front of notary, but this is not required.

