Certification Form
Instructions

This Certification Form should be submitted to the Register of Deeds if no petition has been filed within twenty (20) days following either delivery of the Notarized Affidavit – County Register of Deeds Form contesting the lien, encumbrance or other document, or the failure of delivery for one of the reasons outlined by T.C.A. § 66-21-123. This Certification must be verified by the Clerk and Master of the County, confirming that no petition has been filed by the filing party, and then filed with the Register of Deeds. This form will should be filed with the County Register of Deeds – Uncontested Lien Affidavit Form.

A blank Certification Form may be obtained by going to sos.tn.gov and entering the form name in the search bar; or, by requesting the Certification Form from the Secretary of State by emailing TNSOS.CORPINFO@tn.gov; or, by calling (615) 741-2286. In addition, a blank Certification Form may be obtained in person at the Office of the Secretary of State located at 312 Rosa L. Parks Ave, FL3, Nashville, TN 37243.

The Certification Form should be typed or hand printed in ink. Instructions for completing the Certification Form are below.

A completed Certification Form may be submitted for filing either by mail or by hand delivery to the County Register of Deeds in the county in which a fraudulent lien, encumbrance or any other document was filed.

Fill in the Certification Form very carefully; mistakes may have important legal consequences. If you have questions, consult your attorney. The Office of the Secretary of State cannot give legal advice.

Completing the Certification Form

Public Official

Name: Enter the full legal name of the affiant. Include first name, middle initial and last name.

Mailing Address: Enter the full mailing address of the affiant. Include the street address, city, state and zip code.

Phone Number: Enter a phone number where the affiant can be reached. Include the area code.

Email Address: Enter an electronic mail address used by the affiant, if available.

Contested Document

Type of Document: Enter the type of document filed with the County Register of Deeds and which is contested. This may be a lien, other encumbrance, or any other type of document that reasonably constitutes a cloud on the title of a real property interest.

Office the Document Was Filed In: Enter the name of the Office in which the contested document was filed. For example, this may be the "Davidson County Register of Deeds".

Book and Page Number of the Document: Enter the book and page number of the document as filed with the county register of deeds. This information can be provided to you by the County Register of Deeds office in which the document was filed.

Signatures

The Public Official MUST sign the Certification Form before a Notary Public. The Notary Public must sign the Certification Form, indicate the date of the notarization, list their commission expiration date and affix their notary seal to the form. Failure to notarize the Certification Form will result in the form being rejected.

The Certification Form MUST also be verified and signed by the Clerk and Master of the County in which the Certification Form is to be filed. The Clerk and Master must verify that no petition has been filed in the Chancery Court of the county relating to the Notarized Affidavit – County Register of Deeds. The Clerk and Master must also affix their official seal to the Certification Form.

Filing Fee

There is no filing fee required.

CERTIFICATION FORM

This document must be filed in the County Register of Deeds office where the lien was filed. Please see the instructions to complete and submit this form.

For Office Use Only

No filing fee required

PUBLIC OFFICIAL

First: _____ MI: _____ Last: _____

Mailing Address: _____

City: _____ ST: _____ Zip: _____

Phone#: (_____)_____ _____ Email: _____

CONTESTED DOCUMENT

Type of document: _____

Office document was filed in: _____

Book and Page number of the document: _____

_____ _____

Affiant's (Public Official) Signature Signature Date

_____

Notary Signature

My Commission expires: _____

Sworn to and subscribed before me this _____ day of _____ , 20 _____

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To be completed by Clerk and Master:

☐ No petition has been filed

Clerk and Master Name

Clerk and Master Signature

Date

Seal of the Clerk