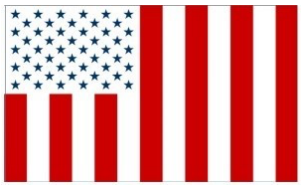


Process and Document

Instructions 1 of 4

IT IS IMPORTANT THAT YOU READ, UNDERSTAND, AND FOLLOW THESE INSTRUCTIONS!

You must live in Illinois

If you require more specific information about each step please email:
Illinois-coordinator@mail.americanstatenationals.us
However additional information will be provided by a Recording Secretary (RS) once you begin the process. These instructions will guide you through the overall process. Please print these instructions to allow for easier tracking and keep an electronic copy for the links.

Choosing Your Document Package

- Decide which document package you want to complete using the Illinois Document Checklist (attachment) and email your RS that information. Documents done through **Status Select** will be a $75 fee for The Illinois Assembly to finish recording and publishing your documents.

Needed Supplies

- A red ink pad to thumbprint your documents. Example: https://www.amazon.com/ExcelMark-Ink-Pad-Rubber-Stamps/dp/B00ZYMOFC8?th=1
- A blue and red ink pen.
- Up to 8 - 9x12 Manila Envelopes for your letters.
- Up to eight - red Registered-Mail stickers from the Post Office for your letters.
- Up to eight - Form 3811 (green cards) from the Post Office for your letters.
- Up to eight - Form 3806 (white and black Registered Mail Receipts) for your records

Create your Land Recording Office Account

- If you have not already done so, please create your Land Recording Office (LRO) account. This must be done on a desktop/laptop and not a cell phone/tablet as you will not be able to access all of the tabs. Complete all information accurately as some of it cannot be changed by the RS, except through a Help Desk ticket, which will delay your process.
    - The LRO website: https://members.americanstatenationals.us/
    - Click the Non-Members tab to create your account.
    - Fill in your personal information in each tab. The fields with an asterisk * must be filled in.
    - On the Participate tab, please check what you are willing to do and your abilities. The Illinois Assembly is looking for volunteers to fill the committees.
    - In the YOUR LAND RECORDER'S EMAIL section, type in the RS email:
      This will notify the RS that you have set up your LRO account.

- Upload a passport-quality photograph to your account that has been taken within the last 6 months. A plain white or off-white background with no shadows, lines, or textures. No hats or glasses (even if you wear glasses daily). This same photo may be used for your Witness Testimonies.
- Upload a good-quality thumbprint scan to your account. Make sure it is in an upright (north/south) position and on paper with no lines. Instructions are in the document Step 1-3 How do I get an electronic photo of my thumbprint for the LRO.
- Upload your Autograph with ©. Your Autograph needs to be in black ink (a black ULTRA FINE POINT Sharpie is the best) and on paper with no lines.
- **If you have used Status Select for your documents, understand that some of their documents are not formatted for Illinois. Please inform your RS so corrections can be made.**

See directions on: How do I get an electronic photo of my thumbprint for the LRO (attachment)

Paying Fees on the Cash App (preferred method)

- If you are paying the publishing fee(s) through the Cash App.
  - Log into your Cash App account
  - Search for $TheIllinoisAssembly
  - Click the pay button
  - In the For (Add a Note) type Publishing Fees for Your Name
  - Enter the amount of the publishing fee.
  - Click the Pay button

Paying Fees on the LRO

- If you are paying the publishing fee(s) through your LRO account.
  - Go to https://members.americanstatenationals.us/ and at the top, click on the "Members Login".
  - On the next page, login with your username and password. The LRO server is slow, so be patient.
  - Once logged in, click on the "Fees" tab to the right.
  - Click on "Add Item" on the left then click on "Choose item".
  - Select "Publishing Fee" then type in the fee amount under where it says "Fee".
  - Under the "NOTE/COMMENT", type in your full name then click "Check Out".
  - Enter your Billing Address and Payment Information and click Submit.
- **Once your fees have been paid, email your RS to let them know that they have been paid and what document package you have chosen. The RS will then email you your package.**

You are now waiting for the RS to email you your documents and will begin the next phase of this process. The next email will include another Process and Document Instructions to help you with next steps.

Minimum Standard for American State National (ASN) with Invite to General Assembly Meetings (Option 1: $40 for recording and publishing the minimum required documents)

Documents done through Status Select will be $40 for an Illinois RS to finish recording and publishing documents.

_____ One Page Declaration 1779
Circle One: Born in America - Municipal Employee - County Employee - State Employee - Federal Employee - Naturalized - Green Card Holder - 7 Year Undocumented

_____ Need to provide a Birth Certificate/Certificate of Live Birth/ Naturalization Proof
_____ Two Witness Testimonies – Known you for 7 Years
_____ Common Carry Declaration as a National (needed for Credential Card)
_____ Declaration of Political Status and Repudiation
_____ Letter to the U.S. Department of State with a color copy of the Declaration of Status and Repudiation
_____ Letter to the Illinois Secretary of State with a color copy of the Declaration of Status and Repudiation
_____ Letter to the Bureau of Consular Affairs with a color copy of the Declaration of Status and Repudiation
_____ Demand for Performance and Correction Letter
_____ Revocation of Election to Pay Taxes – D.C. (Not for Federal Persons)
_____ Revocation of Election to Pay Taxes – N.Y. (Not for Federal Persons)
_____ Voter Cancellation (if registered) (must send to every county that you are registered in)
_____ Military Cancellation (if Veteran, All Branches)
_____ Upload Photo and Thumbprint to LRO (if member wants credential cards)

For an ASN to become an Assembly Member and also take part in a committee (Option 2: $75 for recording and publishing option 1 above plus all 928s below)

928 Forms
_____ Deed of Re-Conveyance or Conveyance
_____ Certificate of Assumed Name
_____ Acts of Expatriation (a set for each name change)
_____ Cancellation of All Prior Powers of Attorney
_____ Paramount Claim of Life
_____ Mandatory Notice Foreign Sovereign Immunities Act

Other Forms ($25 per additional item recorded and published)

_____ Baby Deed and letter to Illinois Secretary of State
_____ Fee Schedule
_____ Lawful Marriage
_____ Death Certificates
_____ Land Patents/Land Grants
_____ Certificate of Assumed Name for a business

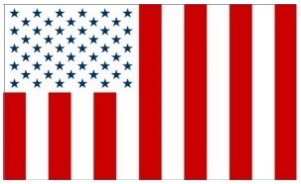
How do I get an electronic photo of my thumbprint for the LRO?

The best way I have found is to get a red ink pad and press your right thumb into the pad and make sure you get a good amount of ink on it. Then take a sheet of printer paper and roll your thumb over the paper several times leaving some space so you can crop any one of the best images later.

Once you have several prints on a page and you think one of them is good enough to use, place the page on a scanner and scan it into a .pdf file. With that .pdf file open press the print screen "prt sc" button on your keyboard (some keyboards may require the shift key too) and now you have that image on the clipboard. Open Microsoft Paint and paste by right-clicking on the image area and clicking paste.

In Microsoft Paint click the select button and drag a box around the best thumbprint. Make sure the box is only big enough to capture the whole print. In the header click crop, you should have only one photo of your thumbprint. Click save and name it. This will be the file you upload for your thumbprint.

Example of thumbprint in upright (north/south) position



Process and Document

Instructions 2 of 4

IT IS IMPORTANT THAT YOU READ, UNDERSTAND, AND FOLLOW THESE INSTRUCTIONS!

- Here are the documents you requested. There are instructions in each document. Please read and follow the instructions carefully. ***The RS is not responsible for the correctness of your documents.*** Take your time and be accurate with all your information as these will be your published recorded documents. Be knowledgeable of the content and who it is being sent to and why. In doing this you are educating yourself and self-governing. Make a copy of all the document files before you start editing them. Save these documents in a different location on your computer in case you make a mistake. Do Not share these documents with others. We need to collect each and every person's information prior to this process.

- ***The RS needs a copy of your birth certificate for proof of nationality.***

Edit Documents

- Make a copy of all of the document files prior to editing them and save to a separate location
- Do not share your documents with anyone else
- Keep files in Word format. Failure to do so will result in the RS rejecting your documents.
- Each Word document that you have received has its own set of instructions to aid with completion. Please read and follow the instructions carefully. The RS is not responsible for the accuracy of your documents. Take your time and be factual with all of your information as these will end up being your published documents. For questions regarding the meaning/reasoning for each document (*only use documents that are supplied to you by your RS*). Please learn about the process, steps and paperwork here: (*Keep in mind these are not done by The Illinois Assembly and some steps may be different than what is mentioned here. Contact your RS with questions.)*
    - https://tasa.americanstatenationals.org/correct-your-status/
    - https://tasa.americanstatenationals.org/928-documents/
    - https://www.youtube.com/watch?v=Vk_qy5Co3k0
    - https://tasa.americanstatenationals.org/paperwork-training-course/
    - https://www.youtube.com/@kristimarie8099/featured
- You are only updating the text that is in **red**. Please do not edit the document wording that is in black as this will result in the RS rejecting your documents.
- Please refer to the instructions for each individual sheet for examples on the naming conventions.
- **If you have a maiden name or previous last name each of these needs to be captured on your documents.**

Proofreading Service Requested

- Email the RS all the edited documents at the same time, along with a copy of your birth certificate, certificate of live birth, or naturalization proof. Keep the edited copy in red for easy proofreading. The RS will convert to black when returning your documents. **If the edited copy is not red for easy proofreading, the RS will reject your documents.**
    - The subject of your email should read, *Proofreading Services Needed – Your full name*
    - Each document should be its own individual attachment. Failure to send as their own individual attachment will result in the RS rejecting your documents.
    - The RS may make small edits to documents or send them back to you if there is a lot of editing to be done.
    - Wait for the documents to be approved by your RS. The documents will be returned to you as PDF files.

We appreciate your patience during this process. Once proofreading has been completed by your RS you will receive an email that states "Ready To Execute Documents".

Process and Document

Instructions 3 of 4

IT IS IMPORTANT THAT YOU READ, UNDERSTAND, AND FOLLOW THESE INSTRUCTIONS!

Ready To Execute Documents

- Your documents have been emailed back in PDF format. Once you receive your documents. Please check the documents for accuracy.
- Execute your documents (aka Witnessing/Recording/Notarizing)
    - When you autograph/sign a document in front of an official witness, you are executing the document. The one watching you execute the document is witnessing you autographing/signing these documents. They are not there to inspect the documents.
    - For a State of State Notary witnessing is called Notarizing. Notaries might have a fee per page that is notarized. Be prepared for this expense.
- Print all of your documents as well as the *How To Execute Documents* to ensure you autograph/sign each document correctly in front of the notary.
- Apply red thumbprint/seal to each executed document. The thumbprint/seal must touch the end of each autograph. Make sure the thumbprint is in an upright (north/south) position. **This part does not have to be done in front of the Notary.**
- Scan your documents as 8.5 x 11" and Email the documents as separate PDF files back to your RS. Failure to send as individual attachments will result in rejection from the RS.
- Documents scanned using a phone scanning app such as Cam Scanner or Scanner Pro are not acceptable and will be rejected. These documents are going to be published and must be readable and professional looking. They need to be scanned in color with a pure white background. No lines or shadows. If you do not have a scanner. Go to a print store or your local library to have them scanned to PDF's. You can usually have them scanned to a personal thumb drive device.
- Email the PDF Documents to your RS
    - The subject of your email should read, *Publishing Service Needed – Your full name*
    - Your documents will be reviewed one last time for accuracy on the autographing/signing and notarizing.
- Mail wet ink autographed originals of the following documents below to the Illinois Assembly so an official embossed seal can be applied to each of these documents after they have been notarized.
    - Declaration of Political Status and Repudiation
    - Common Carry Declaration

- You can use the method that suits you best and you are most comfortable with. Most men/women use a Priority Mail 12.5 x 9.5 flat-rate envelope. You will need to provide a **pre-paid** Priority Mail 12.5 x 9.5 flat-rate envelope in the mailing for the return of your documents. Please complete the address you would like them to be returned to on the label. Fold the pre-paid Priority Mail envelope in half to fit it into the envelope you are mailing your documents in. **Do not fold any of the documents you are placing in the envelope.**
    - Mail the Declaration of Political Status and Repudiation and the Common Carry Declaration documents to:
        - **The Illinois Assembly Uninc.**
          738 East Dundee Road
          PMB # 132
          Palatine, Illinois 60074

- After the Coordinator applies the emboss seal and scans the documents, they will send the scanned documents to the RS to be published on the LRO. This step will conclude the publishing process.
- Wait to receive your original documents back from The Illinois Assembly with the emboss seal.
- **Now, you wait to receive your "Congratulations You Are An ASN" email from your RS.**

How To Execute Documents

Once your documents have been proofread and approved by your Recording Secretary, you will execute them. As you do so, remember these things:

- When you use script (cursive), this is your autograph. When you print, this is your signature.
- Always precede your autograph/signature with **By:** and end with **©**, even if it is already typed on the page. (Once you are an ASN, this will be your new autograph with any interaction with the sea, too!)
- **Script:** Cursive writing in proper case (*John Mark Doe*).
- **Print:** Printed in proper case (John Mark Doe).
- Notaries/Recording Secretaries use script in **blue** in on all documents.
- All thumbprints are in **red** ink. **This does not need to be done in front of the notary.** *Make sure your thumbprint touches the end of your autograph.*
- Married women use "nee" on the documents that refer back to conception or birth (noted below as appropriate). Example: **Jane Mary Doe (nee Smith) ©**
- **Note regarding raised seals:** *The Declaration of Political Status and Repudiation and the Common Carry Declaration both require raised seals in order to be valid.*

Here are descriptions and examples of how to autograph/sign each document:

1779 Declaration

Print full name in upper/lower case in **blue** ink.
Use nee if appropriate.
Example: **By: Mary Jane Doe (nee Smith) ©**

Witness Testimonies

Witnesses use *script* autograph in **blue** ink.
Anything handwritten should also be in **blue** ink.
Example: *Mary Doe*

Declaration of Political Status

Script name in **blue** ink. Use nee if appropriate.
Must be embossed with a raised seal.
Example: *By: Mary Jane Doe (nee Smith) ©*

Common Carry Declaration

Script name in **blue** ink.
Must be embossed with a raised seal.
Example: *By: Mary Jane Doe ©*

Notices & Letters

Script name in **blue** ink.
Example: *By: Mary Jane Doe ©*

Marriage Revocation of 3rd Party Gov't Licenses

Script name in **blue** ink.
Example: *By: Mary Jane Doe ©*

Baby Deed

Script name in **red** ink.
Example: *By: Mary Jane Doe ©*

Thumbprint

Make sure it touches your name vertically
Example: *By: Mary Jane Doe ©*

Deed of Reconveyance (born in America)

Script full name in upper/lower case in **blue** ink.
Example: *By: Mary Jane Doe (nee Smith) ©*

Deed of Conveyance (not born in America)

Script full name in upper/lower case in **blue** ink.
Example: *By: Mary Jane Doe (nee Smith) ©*

Certificate of Assumed Name

Script name in **blue** ink.
Example: *By: Mary Jane Doe ©*

Acts of Expatriation

The number of these documents vary depending on your situation. *Script* name in **blue** ink.
Be sure autograph matches name on document.
Example: *By: Mary Doe ©*
Example: *By: Mary J. Doe ©*
Example: *By: Mary Jane Doe ©*

Cancellation of All Powers of Attorney

Script name in **blue** ink.
Example: *By: Mary Jane Doe ©*

Mandatory Notice FSIA

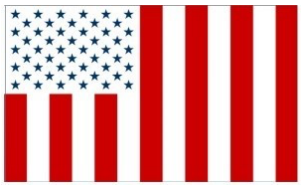
Script name in **blue** ink.
Example: *By: Mary Jane Doe ©*

DNA Paramount Claim

Script name in **blue** ink.
Use nee if appropriate
Example: *By: Mary Jane Doe (nee Smith) ©*

Fee Schedule

Script name in **blue** ink.



Process and Document Instructions 4 of 4

IT IS IMPORTANT THAT YOU READ, UNDERSTAND, AND FOLLOW THESE INSTRUCTIONS!

Additional Steps as an ASN

- **Download all your documents and letters that have been published to the LRO with the recording label and keep for your records.** These documents have The Illinois Assembly Land Recording Office label on them.

- Order your Credential Cards, if desired.
  - Log into your LRO account
  - Go to the Verify tab and verify that the fields contain the correct date
  - Check Yes, all data is correct
  - Then you will have to go to the Fees tab and click on the Add Item button
  - On the drop-down choose the item tab. Select the LRO Credential Card ($50)
  - Then click on the Check Out button and add your Credit Card information and submit.
  - The Credential Card will be mailed to the address on file in the LRO
  - Watch instructional video on:
    - YouTube - https://youtu.be/WEDoES4YFXg
    - Bitchute - https://www.bitchute.com/video/q1OeHtlPrrpd/

- Send out your Letters. Make sure to email a copy of them to the RS before you mail them, so they can publish them on the LRO.
  - You may want to wait to send out your revocation to pay taxes until you have received your refund if you expect one.
    - Letter to the U.S. Department of State with a color copy of the Declaration of Political Status and Repudiation with The Illinois Assembly label in the upper right
    - Letter to the State of Illinois Secretary of State with a color copy of the Declaration of Political Status and Repudiation with The Illinois Assembly label in the upper right
    - Letter to the Bureau of Consular Affairs with a color copy of the Declaration of Political Status and Repudiation, passport and Credential Card and Notice of Intent-Fee Schedule (The Declaration of Political Status and Repudiation with The Illinois Assembly label in the upper right is the minimum)
    - Revocation of Election to Pay Taxes-D.C.
    - Revocation of Election to Pay Taxes-N.Y.
    - Voter Cancellation

        - Military Cancellation
        - Baby Deed and Letter to the Illinois Secretary of State
    - Track and receive back all green card receipts and/or proof s of delivery from your letters.
    - Scan each letter along with its corresponding green card and/or proofs of delivery in separate PDF Files
        - Email all letters, green cards and/or proofs of delivery that have been scanned to PDFs to your RS with a subject line of **Notices Service Needed.**
- **If you choose to mail any other documents other than the Declaration of Political Status. Make sure to send a copy with the red recording label in the upper right-hand corner of the document.**
- **Your name will be added to the email list for inclusion into the next general assembly meeting. If you have any questions, you may reach out to The Illinois Assembly coordinator at:** illinois-coordinator@mail.americanstatenationals.us
- **Please ensure you add this email above to your "safe list" because our emails tend to be blocked by centralized email servers like Gmail and Yahoo.**
- **Take the** Sign-In America course, if you haven't already done so. https://signinamerica.americanstatenationals.org/
    - Great education to be had.
    - This course is recommended for continuing education purposes.
    - Once completed, email your Affirmation of Completion to our Sign-In America Coordinator Connie Mork at TiaSIA.CMork@protonmail.com and your RS.

Give yourself a big pat on the back. You made it through the process.

You are free, now go live like it!