Grouped sign-off mandate — three types, capped and dated

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Document issued on 09/11/2026

Four cumulative conditions, reviewed at three months · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **What the mandate changes is the FORM of the check, not its existence.** The head of the registration service **still signs off**: she signs off a comparison list at the end of the day rather than sixty items one after another. **No annotation is entered without her sign-off — and that is not in the mandate, it is the way the agent is wired.**

The mandate, in five lines

Clause	Content
Exact scope	**Marriage, divorce and death annotations received electronically, and nothing else**
Out of scope, without exception	**Acknowledgements of parentage, changes of surname and of forename: signed off one by one — they are the ones that touch on parentage and identity**

Clause	Content
Four cumulative conditions for entering the list	**Record identified with certainty · no divergence between the notice and the record · no anomaly already spotted on the record · perfectly legible source. A single condition missing, and the annotation leaves the list and comes back on its own**
Form of the sign-off	**A comparison list, each line with the notice and the record facing each other, and a one-click link to the document**
Duration	**Reviewed after three months, with the record of the errors caught at sign-off. Without an explicit decision, back to signing off one by one — it is renewal that calls for a signature, not going back**
Withdrawal	**A word from the head of the registration service, and grouped sign-off stops within the minute**

What it brings

Measure	Without the mandate	With the mandate
Signing off 60 annotations	**4 hours a week**	**50 minutes**
Preparation by the agent	1 hour	10 minutes
Total for the “annotations” item per week	**5 hours — 100%**	**1 hour — 20%**
Clearing the backlog of 1,460	**Six months**	**Seven weeks**

What is advised against, with the figures behind it

Option	Volume concerned	What it would bring	What it would cost

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Bringing acknowledgements of parentage and forename changes into the list	**250 annotations out of 1,460 — 17% of the backlog**	**12 minutes a week**	**Most of the risk falls on parentage — and those 250 are prepared in the same comparison form, signed off in 1 min 30 instead of 4**

The review timetable

Milestone	What is produced	Who decides
D+30	First record: annotations that entered the list, annotations that left it and why, errors caught at sign-off	For information
D+90	**Full record and proposal for a revised scope**	**The head of the registration service — without an explicit decision, back to signing off one by one**
At any time	Withdrawal of a type of annotation or of the whole mandate	The head of the registration service

> **A mandate that is written, capped, dated and withdrawable with a word is not a legal precaution: it is what makes it possible to say yes** without the checking shifting an inch.

To be set by the council

Date the mandate is signed and date of the three-month review: _____

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