

# Official Document Sealing Instruction

Please follow the steps below to seal the official document:

1. Verify the document for accuracy and completeness.
2. Place the document inside a standard envelope.
3. Close the envelope flap securely.
4. Apply the official seal or stamp across the envelope flap so it overlaps the edges.
5. Allow the seal to dry completely before handling further.

## Document Sealed By:

Name:

Date:

Signature: