

# Oath of Office

## Instructions

1. Every person appointed to an Authority, Board, or Commission shall take an Oath of Office.
2. The Oath must be administered in person and signed by a Judge or District Justice.
3. The Oath may be administered at any time or location but must be administered **PRIOR** to taking Office and assuming duties.
4. **The original executed Oath of Office shall be provided to the Clerk of County Council.**
5. The Clerk of County Council will forward a copy of the executed Oath to the appropriate Authority, Board or Commission and a copy will be maintained in the Office of County Council.
6. The Clerk of County Council will forward the original executed Oath to the Luzerne County Solicitor who will file the original executed Oath in the Luzerne County Prothonotary's Office.

Time stamped copies will be provided upon request.