# Performing Notarial Acts

Acknowledgments	Certified Copies	Jurats	Witnessing or Attesting Signature	Oaths & Affirmations	Protests
A notarial act in which a Notary certifies having positively identified a document signer who admitted having signed the document freely.  (See sample Acknowledgment on reverse side)	A certified copy is a photocopy of transcript that has been verified as an accurate reproduction of an original document. Notaries may certify copies of any document that is not a public record or publicly recordable and a journal entry upon written request.	A notarial act in which a Notary certifies having positively identified a document signer who signs the document in the Notary's presence and swears or affirms the truthfulness of the document.  (See sample <b>Jurat</b> on reverse side)	In witnessing or attesting a signature, the Notary must determine, either from personal knowledge or satisfactory evidence, that the signature is that of the person appearing before the Notary.  Witnessing a signature may be used in circumstances where the date of signing is of crucial importance.	<ul> <li>Oath: Spoken, solemn promise to a Supreme Being that is made before a Notary in relation to a jurat or as a notarial act in its own right.</li> <li>Affirmation: Spoken, solemn promise on one's personal honor, with no reference to a Supreme Being, that is made before a Notary in relation to a jurat or as a notarial act in its own right.</li> </ul>	A protest is a written statement by a Notary or other authorized officer verifying that payment was not received on an instrument, such as a promissory note or bank draft.
Steps					
<ul> <li>a. The signer personally appears before the Notary.</li> <li>b. The Notary positively identifies the signer.</li> <li>c. The Notary scans the document.</li> <li>d. The Notary asks the signer to acknowledge executing the document and sign the document if it has not been signed.</li> <li>e. The Notary records a journal entry for the transaction.</li> <li>f. The Notary completes certificate wording for an acknowledgment and affixes the official signature and seal.</li> </ul>	<ul> <li>a. The document custodian personally appears before the Notary.</li> <li>b. The Notary positively identifies the custodian (not required by law).</li> <li>c. The Notary makes or supervises the making of the photocopy.</li> <li>d. The Notary records a journal entry for the transaction.</li> <li>e. The Notary completes certificate wording for a copy certification.</li> <li>f. The Notary affixes the certificate to the first page of the copy.</li> </ul>	<ul> <li>a. The signer personally appears before the Notary.</li> <li>b. The Notary scans the document for blank spaces.</li> <li>c. The Notary positively identifies the signer.</li> <li>d. The signer signs the document in the Notary's presence.</li> <li>e. The Notary administers an oath or affirmation to the signer.</li> <li>f. The Notary records a journal entry for the transaction.</li> <li>g. The Notary completes certificate wording for a jurat and affixes the official signature and seal.</li> </ul>	<ul> <li>a. The signer personally appears before the Notary.</li> <li>b. The Notary scans the document.</li> <li>c. The Notary positively identifies the signer.</li> <li>d. The signer signs the document in the Notary's presence.</li> <li>e. The Notary records a journal entry for the transaction.</li> <li>f. The Notary completes certificate wording for signature witnessing and affixes the official signature and seal.</li> </ul>	Oath: "You do swear that the statements of this Affidavit, by you subscribed, are true. So help you God."  Affirmation: "You do affirm that the statements of this Affidavit, by you subscribed, are true, and this you do under the penalties of perjury."	
Examples					
Individual Acknowledgment Certificate	Copy Certification Certificate	Verification upon Oath or Affirmation (Jurat) Certificate	Witnessing or Attesting Signage Certificate	Affidavit and Memorandum of Agreement	
State of Minnesota  County of  This instrument was acknowledged before me on(date)  by Name(s) of person(s)  Notary's Signature  Notary Seal  Title  My Commission Expires	State of Minnesota  County of  I certify that this is a true and correct copy of a document in the possession of  Notary Seal  Signature of Notary  Title  My Commission Expires	State of Minnesota  County of  Signed and sworn to (or affirmed) before me this day of, 20 by  Signature of Notary  Title  Notary Seal  My Commission Expires	State of Minnesota County of	State of Minnesota	
Representative Acknowledgment Certificate  State of Minnesota  County of  This instrument was acknowledged before me on (date) by (name(s) of person(s) as  (type of authority) of  Notary's Signature  Notary Seal  Title		Oath: "You do swear that the statements of this Affidavit, by you subscribed, are true. So help you God."  Affirmation: "You do affirm that the statements of this Affidavit, by you subscribed, are true, and this you do under the penalties of perjury."		Notary Public  It.S.  Title  My Commission Expires  Notary Seal	

My Commission Expires \_

## **Individual Acknowledgment**

used when an individual is signing and acknowledging on his or her own behalf. Optional sections are included at the bottom

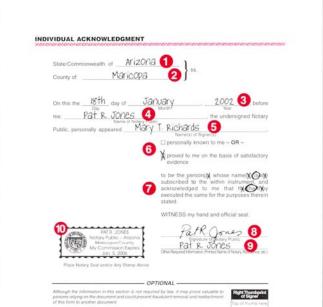
The Individual Acknowledgment certificate is of the form for the benefit of persons relying on out these sections will not affect the validity of the attached document, and to make fraudulent reattachment of the form more difficult. These entries are not required by law. Failure to fill

#### **Instructions:**

- 10&2 NAME OF STATE AND NAME **OF COUNTY** where Notary performs notarization.
- 3 DATE OF NOTARIZATION. Actual day, month and year in which signer appears before Notary.
- 4 NAME OF NOTARY, printed exactly as name appears on commissioning papers, in seal and in signature.
- **5** NAME(S) OF SIGNER(S) appearing before Notary. Initials and spelling should agree with name signed on document and ID (cards).
- 6 HOW SIGNER(S) WAS (WERE) IDENTIFIED. Check the first box if person(s) named in space 5 is (are) personally known to Notary. Check the second box if Notary identifies signer(s) through either (a) identification documents (ID cards) or (b) oath of a
- personally known credible witness. NUMBER AND GENDER OF **SIGNER(S). Cross out** letters and words that do not apply — person(s), name(s),

is/are, he/she/they — or circle words that apply, to agree with the number and gender of signer(s) in space 5.

- 8 SIGNATURE OF NOTARY, exactly as name appears on commissioning papers and in seal.
- **9 OTHER INFORMATION REQUIRED BY STATE LAW.** Printed name



Title or Type of Document Grant Deed

Document Date: 1/14/02 12 Number of Pages: 4 13

Other Than Named Above: No Other Signers (4)

of Notary, residence address or county, commission number or expiration date, etc.

10 NOTARY SEAL IMPRINT and any other stamp clearly and legibly affixed.

#### SPACES 11-15 ARE OPTIONAL.

Omission of the information here will not affect the document's validity. However, completing these spaces can deter fraudulent reattachment of certificate to an unintended document.

- 11 TITLE OR TYPE OF DOCUMENT. The type, title or description of the document being notarized.
- DATE OF DOCUMENT notarized. Most but not all documents will have a date, usually at the top or following the signature. If none, insert "No Date."
- (3) NUMBER OF PAGES in notarized document. Do not count the certificate as a page. (However, the certificate will be regarded as a page by recording officials in assessing recording fees.)
- **49** SIGNER(S) OTHER THAN NAMED IN SPACE 5. Since some

signers might not be named on the same notarial certificate, insert name(s) of other signer(s) here that appear(s) or will appear on other certificates — as many as space allows. If none, insert "No Other Signers."

**B** RIGHT THUMBPRINT OF SIGNER. Having the signer affix a thumbprint on the certificate can prevent fraud and forgery.



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### See reverse side for:

© 2002 National Notary Association Item No. 5936

- 1. Acknowledgments
- 2. Certified Copies
- 3. Jurats

- 3. Witnessing or Attesting Signature
- 4. Oaths & Affirmations
- 5. Protests

# **Jurat With Affiant Statement**

If no other format is prescribed, this certificate may be used when an individual is signing and swearing (or affirming) that certain written statements are true.

The text space provided (lines 1–7) are available for a document signer to type or neatly print (in ink) a written statement. This portion of the certificate should not be

**Instructions:** 

notarization.

statement.

1 & 2 NAME OF STATE & NAME

**OF COUNTY** where Notary performs

**3** DESCRIPTION OF DOCUMENT.

certificate is going to be attached to

another document. If so, then cross

out lines 1-8 on certificate. Check

to use this certificate to make a

the second box if the affiant is going

**4 AFFIANT STATEMENT.** This space

completed the statement in lines 1-7.

take an oath or affirmation.

commissioning paper and in seal.

is provided for the affiant to complete his or her own statement, and

certificate to make a statement, lines 1-8 should be crossed out by the

**5 SIGNATURE OF AFFIANT(S).** This is signed by the person(s) who

(6) 'SWORN TO' OR 'AFFIRMED.' If affiant takes an oath, cross out "(or

**7 DATE OF NOTARIZATION.** Actual day, month and year in which

the document signer appeared before Notary to sign this certificate and

spelling of name(s) should agree with document and ID card signatures.

(3) NAME OF SIGNER(S) appearing before the Notary. Initials and

**9 SIGNATURE OF NOTARY,** exactly as name appears on

affirmed)." if affiant takes affirmation, cross out "sworn to (or."

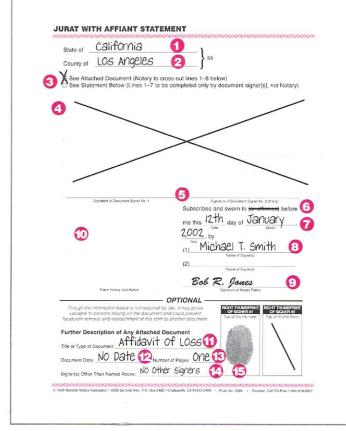
should not be completed by the Notary. If affiant is not using this

**Check the first box** if this Jurat

completed by the Notary. A person completing any of lines 1-7 must sign this form in the presence of the Notary, who would also administer an oath or affirmation.

If this Jurat is to be attached to another document, then the Notary should cross out lines 1 through 8. The signer would affix a signature on the attached document, not on this certificate, in the Notary's presence.

The optional section at the bottom is to make fraudulent reattachment of the form more difficult. The insertions in "Further Description of Any Attached Document" and "Right Thumbprint of Signer" are not required by law. Failure to fill out these sections will not affect the validity of the certificate.



**NOTARY SEAL IMPRINT.** clearly and legibly affixed. In states where seal is not mandatory, data such as commission expiration date may be stamped, typed or printed here.

#### SPACES 11-15 ARE OPTIONAL.

Omission of information here will not affect document's validity. However, completing these spaces can deter fraudulent reattachment of certificate to an unintended document.

**11 TITLE OR TYPE OF DOCUMENT** 

notarized, such as "Affidavit of Loss."

- DATE OF DOCUMENT notarized. If certificate is being attached to a document, most but not all will have a date, usually at the top or following the signature. If none, insert: "No Date."
- (3) NUMBER OF PAGES in notarized document. If certificate is being attached to a document, do not count it as a page. If certificate is the document, page count would be "One."
- (2) SIGNER(S) OTHER THAN NAMED IN SPACE 8. Since all signers might not be named on the same notarial certificate, insert name(s) of signer(s) here that appear(s) or will appear on other certificates — as many as space allows. If none, insert "No Other Signers."
- (E) RIGHT THUMBPRINT OF SIGNER(S). Having the signer(s) affix a thumbprint on the certificate can prevent fraud and forgery.



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