

Performing Notarial Acts

Acknowledgments	Certified Copies	Jurats	Witnessing or Attesting Signature	Oaths & Affirmations	Protests
<p>A notarial act in which a Notary certifies having positively identified a document signer who admitted having signed the document freely.</p> <p>(See sample Acknowledgment on reverse side)</p>	<p>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.</p>	<p>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.</p> <p>(See sample Jurat on reverse side)</p>	<p>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.</p>	<p>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.</p> <p>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.</p>	<p>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.</p>

Steps

<p>a. The signer personally appears before the Notary.</p> <p>b. The Notary positively identifies the signer.</p> <p>c. The Notary scans the document.</p> <p>d. The Notary asks the signer to acknowledge executing the document and sign the document if it has not been signed.</p> <p>e. The Notary records a journal entry for the transaction.</p> <p>f. The Notary completes certificate wording for an acknowledgment and affixes the official signature and seal.</p>	<p>a. The document custodian personally appears before the Notary.</p> <p>b. The Notary positively identifies the custodian (not required by law).</p> <p>c. The Notary makes or supervises the making of the photocopy.</p> <p>d. The Notary records a journal entry for the transaction.</p> <p>e. The Notary completes certificate wording for a copy certification.</p> <p>f. The Notary affixes the certificate to the first page of the copy.</p>	<p>a. The signer personally appears before the Notary.</p> <p>b. The Notary scans the document for blank spaces.</p> <p>c. The Notary positively identifies the signer.</p> <p>d. The signer signs the document in the Notary's presence.</p> <p>e. The Notary administers an oath or affirmation to the signer.</p> <p>f. The Notary records a journal entry for the transaction.</p> <p>g. The Notary completes certificate wording for a jurat and affixes the official signature and seal.</p>	<p>a. The signer personally appears before the Notary.</p> <p>b. The Notary scans the document.</p> <p>c. The Notary positively identifies the signer.</p> <p>d. The signer signs the document in the Notary's presence.</p> <p>e. The Notary records a journal entry for the transaction.</p> <p>f. The Notary completes certificate wording for signature witnessing and affixes the official signature and seal.</p>	<p>Oath: "You do swear that the statements of this Affidavit, by you subscribed, are true. So help you God."</p> <p>Affirmation: "You do affirm that the statements of this Affidavit, by you subscribed, are true, and this you do under the penalties of perjury."</p>
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Examples

Individual Acknowledgment Certificate	Copy Certification Certificate	Verification upon Oath or Affirmation (Jurat) Certificate	Witnessing or Attesting Signage Certificate	Affidavit and Memorandum of Agreement
<p>State of Minnesota County of _____</p> <p>This instrument was acknowledged before me on _____(date) by _____ Name(s) of person(s)</p> <p>_____ Notary's Signature Notary Seal</p> <p>_____ Title</p> <p>My Commission Expires _____</p>	<p>State of Minnesota County of _____</p> <p>I certify that this is a true and correct copy of a document in the possession of _____ Notary Seal</p> <p>_____ Signature of Notary</p> <p>_____ Title</p> <p>My Commission Expires _____</p>	<p>State of Minnesota County of _____</p> <p>Signed and sworn to (or affirmed) before me this _____ day of _____, 20____ by _____.</p> <p>_____ Signature of Notary Notary Seal</p> <p>_____ Title</p> <p>My Commission Expires _____</p>	<p>State of Minnesota) County of _____) ss.</p> <p>Signed or attested before me on _____(date) by _____ Name(s) of person(s) appearing). Notary Seal</p> <p>_____ Notary's Signature</p> <p>_____ Title</p> <p>My Commission Expires _____</p>	<p>State of Minnesota) County of _____) ss.</p> <p>The undersigned, being duly sworn, deposes and says: 1. An agreement was entered into on the ___ day of _____, _____ by and between _____ and _____ for the Purchase and Sale of certain real property described in the attached Exhibit "A." 2. The closing of the purchase and sale of said real property is to take place on or about the _____ day of _____, _____. 3. For further information, Lease Contact _____ at the following address and phone: _____</p> <p>Subscribed and sworn to before me on _____ by _____.</p> <p>_____ Notary Public L.S.</p> <p>_____ Title Notary Seal</p> <p>My Commission Expires _____</p>
Representative Acknowledgment Certificate				
<p>State of Minnesota County of _____</p> <p>This instrument was acknowledged before me on _____(date) by _____ (name(s) of person(s) as _____ (type of authority) of _____</p> <p>_____ Notary's Signature Notary Seal</p> <p>_____ Title</p> <p>My Commission Expires _____</p>	<p>Oath: "You do swear that the statements of this Affidavit, by you subscribed, are true. So help you God."</p> <p>Affirmation: "You do affirm that the statements of this Affidavit, by you subscribed, are true, and this you do under the penalties of perjury."</p>			

Individual Acknowledgment

The Individual Acknowledgment certificate is used when an individual is signing and acknowledging on his or her own behalf.

Optional sections are included at the bottom

of the form for the benefit of persons relying on the attached document, and to make fraudulent reattachment of the form more difficult. These entries are not required by law. Failure to fill

out these sections will not affect the validity of the certificate.

Instructions:

1 & 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.

7 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

INDIVIDUAL ACKNOWLEDGMENT

State/Commonwealth of Arizona } ss.
County of Maricopa }

On this the 18th day of January, 2002 before me, Pat R. Jones, the undersigned Notary Public, personally appeared Mary T. Richards to be the person(s) whose name(s) subscribed to the within instrument, and acknowledged to me that he/she/it/they executed the same for the purposes therein stated.

personally known to me — OR —
 proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) subscribed to the within instrument, and acknowledged to me that he/she/it/they executed the same for the purposes therein stated.

WITNESS my hand and official seal.

10

8 Pat R. Jones
9 Pat R. Jones

OPTIONAL

Although the information in this section is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Description of Attached Document
Title or Type of Document: Grant Deed

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

Signer(s) Other Than Named Above: No Other Signers

11 **12** **13** **14** **15**

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.

12 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."

13 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.)

14 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."

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

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National Notary Association
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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

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.

Instructions:

1 & 2 NAME OF STATE & NAME OF COUNTY where Notary performs notarization.

3 DESCRIPTION OF DOCUMENT. Check the first box if this Jurat certificate is going to be attached to another document. If so, then cross out lines 1–8 on certificate. Check the second box if the affiant is going to use this certificate to make a statement.

4 AFFIANT STATEMENT. This space is provided for the affiant to complete his or her own statement, and should not be completed by the Notary. If affiant is not using this certificate to make a statement, lines 1–8 should be crossed out by the Notary.

5 SIGNATURE OF AFFIANT(S). This is signed by the person(s) who completed the statement in lines 1–7.

6 'SWORN TO' OR 'AFFIRMED.' If affiant takes an oath, cross out "(or affirmed)." if affiant takes affirmation, cross out "sworn to (or)."

7 DATE OF NOTARIZATION. Actual day, month and year in which the document signer appeared before Notary to sign this certificate and take an oath or affirmation.

8 NAME OF SIGNER(S) appearing before the Notary. Initials and spelling of name(s) should agree with document and ID card signatures.

9 SIGNATURE OF NOTARY, exactly as name appears on commissioning paper and in seal.

JURAT WITH AFFIANT STATEMENT

State of California } ss.
County of Los Angeles }

See Attached Document (Notary to cross out lines 1-8 below)
 See Statement Below (Lines 1-7 to be completed only by document signer[s], not Notary)

4 ~~_____~~

5 _____

6 Subscribed and sworn to (or affirmed) before me this 12th day of January, 2002, by Michael T. Smith (1) _____ (2) _____

8 Michael T. Smith

9 Bob R. Jones

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Further Description of Any Attached Document
Title or Type of Document: Affidavit of Loss

Document Date: No Date Number of Pages: One

Signer(s) Other Than Named Above: No Other Signers

11 **12** **13** **14** **15**

10 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."

12 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."

13 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."

14 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."

15 RIGHT THUMBPRINT OF SIGNER(S). Having the signer(s) affix a thumbprint on the certificate can prevent fraud and forgery.



NATIONAL NOTARY ASSOCIATION
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