

TRUSTED NOTARY®

Solutions for Employers

Standards for
Notary Practice



NATIONAL
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ASSOCIATION

To see how the NNA can help enhance your organization's Notary compliance program, please contact:
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<EMPLOYER> STANDARDS FOR NOTARY PRACTICE

March 6, 2019

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How to Use Recommended ‘Standards for Notary Practice’

Employing Notaries is a smart step that helps mitigate your organization’s risk while improving service and productivity. However, this specialized class of employees can present a distinct liability risk if not managed properly.

To help you provide safe and effective Notary services, the National Notary Association® offers these recommended “Standards for Notary Practice” as guidelines to establish and operate your Notary program, taking you through important aspects to consider. The goal is to help you foster practices that reduce exposure for your organization and prevent mishaps that harm your customers.

The challenge with Notaries as employees is that the laws and rules that govern how they operate are complex, are not universally defined and vary widely from state to state. Many states have scant Notary regulations, providing little direction for Notaries and their employers. But even states with well-defined statutes to guide Notary practice still have significant gaps. Regulations simply cannot cover every possible situation involving a notarial act and are no substitute for sound standards of professional practice.

The National Notary Association designed these recommendations to be used as a template to help you develop your organization’s Notary policies and practices. You should review these guidelines and adapt them as necessary to your particular business environment and needs.

INTRODUCTION TO NOTARY SERVICES AT <EMPLOYER>

A Notary Public is a state-appointed official who serves as an impartial witness to certify certain facts about the signing of documents. The official process Notaries perform renders documents worthy of the public’s trust. This offers assurance that a document is authentic, its signature is genuine, and its signer acted willingly and intended the terms of the document to be in full force and effect. If the notarization is flawed, there can be consequences.

Employees are selected by <EMPLOYER> to serve as Notaries to authenticate signatures on documents necessary to conduct <EMPLOYER> business and to provide Notary services to <EMPLOYER> customers. At their discretion, <EMPLOYER> Notary-employees may provide Notary services on their own personal time.

Notary practices are set by each state's laws and administrative rules and by generally accepted standards of professional conduct. <EMPLOYER> Notary-employees are obligated to follow all Notary laws, rules and professional standards of practice.

Before applying for a Notary commission, employees are required to thoroughly study and understand all materials and courses provided by the National Notary Association as well as information available through their respective states' handbooks, websites and education programs.

NOTARY COMMISSIONS

Application

Each state commissions individuals to serve as Notaries, and the application process varies from state to state. Commission application and renewal instructions for each state are provided for <EMPLOYER> employees by the National Notary Association. To apply for or to renew a Notary commission, employees should go to the National Notary Association's TrustedNotary.com website and follow the onscreen instructions.

Supplies and Expenses

<EMPLOYER> pays all expenses necessary to apply for and be commissioned as a Notary and to perform Notary duties, including state application fees and fees for training, reference materials, bond, official seal, journal and other supplies and materials.

Notary supplies and training are provided by the National Notary Association. <EMPLOYER> has set up preauthorized complete supply packages, including step-by-step instructions for new and renewing Notaries. To obtain supplies for a new or renewing Notary commission or order additional supplies, employees should go to the National Notary Association's TrustedNotary.com website and follow the onscreen instructions.

Employment Status

If employment is ended, Notary-employees are not required to resign their Notary commissions.

While Notary supplies, including the journal, seal and bond, are paid for by <EMPLOYER>, they belong exclusively to the Notary, not to <EMPLOYER>. If employment is ended, Notary-employees must take their Notary supplies and their commission certificates with them, whether their commissions have expired or not. The only exceptions concern Notaries in Arizona, Oregon and Tennessee, where under certain circumstances the employer may retain the journal.

Notary Records

When leaving employment, Notaries are required to take their journals with them and to ensure they are kept safe and secure. Journal safekeeping is important, because journals provide critical evidence that the Notary acted properly should any questions of negligence or misconduct against the Notary or employer arise. A lost or misplaced journal may have severe consequences — possibly a negative outcome in a lawsuit.

On departure, the Notary-employee shall provide copies of all journal entries related to <EMPLOYER> business to the Notary’s supervisor on request.

An active journal may continue to be used by the Notary with further notarizations. Should the Notary no longer perform notarizations, all journals must be stored securely through the term of the commission. On term expiration, Notaries must deliver their journals to the designated official required by law or rule. If the state does not require records to be turned in, Notaries should continue to safeguard each journal for 10 years from the date of the last entry in the journal.

Notary Seal

If employment is ended, Notary-employees must take their Notary seals with them. The Notary seal may continue to be used by the Notary through the term of the commission. If the Notary is inactive, the seal must be kept safe and secure. On commission expiration, the Notary should destroy or deface the seal unless state laws require a different method of disposition, such as submitting the seal to the Notary-regulating office.

Notary Bond

Once filed with authorities, the Notary’s bond remains active through the term of the commission. Bonds paid for by <EMPLOYER> are not revoked when employment ends.

Eligibility

Age

All states require an applicant to be 18 years or older, except for Nebraska (19) and Alabama (minimum age not specified).

English Proficiency

Many states stipulate that Notaries must have the ability to read and write in English.

Background Checks

Many states require that applicants for a Notary Public commission be free of convictions of crimes involving dishonesty or moral turpitude.

Residency

It is common for states to require residency to receive a Notary commission. However, many states permit non-residents employed in the state to obtain a commission — usually limited to residents from bordering states.

The following states allow non-residents employed in the state to serve as Notaries (further qualifications than listed may also apply):

Arkansas — from adjoining states only	New Jersey — from adjoining states only
Connecticut	New York
Delaware	North Carolina
District of Columbia	North Dakota — <i>also</i> residents of counties in
Georgia — employment must be in county of application	Minnesota or South Dakota that border North Dakota; no employment requirement
Idaho	Ohio — only non-resident attorneys licensed to practice law
Illinois — from adjoining states only	Oklahoma
Iowa — from adjoining states only	Oregon
Kansas — from adjoining states only	Pennsylvania
Kentucky — employment must be in county of application	Rhode Island — Non-resident who conducts business in Rhode Island or is a member of the Rhode Island State Bar
Maine — from adjoining state only	South Dakota — only residents of counties that border South Dakota
Massachusetts	Tennessee
Maryland	Texas — only escrow agents from adjoining states
Michigan — Employment must be in county of appointment	Utah—must be a resident for at least 30 days
Minnesota — from adjoining states only; no employment requirement	Washington — from adjoining states only
Missouri	West Virginia
Montana	Wisconsin — no employment requirement
Nebraska — from adjoining states only	
Nevada — from adjoining states only; no employment requirement	

Training

All <EMPLOYER> employees applying for Notary commissions are required to complete and pass the National Notary Association’s Notary Essentials course and examination *in addition to* any state-required training and testing. The Notary Essentials course and exam must be completed before the Notary-employee performs notarizations for <EMPLOYER> business or <EMPLOYER> customers.

Renewal

It is the responsibility of the Notary to obtain the necessary approvals within <EMPLOYER> for renewing his or her commission and to renew his or her commission in a timely manner to prevent any lapse in status.

Notification of Rejection, Expiration, Suspension or Revocation

Notaries and Notary applicants must notify their supervisors immediately if a Notary commission application had been rejected or if a Notary commission has expired or has been suspended or revoked.

Name and Address Changes

It is commonly required that Notaries inform the commissioning official of changes of name or address. Requirements and procedures for reporting address and name changes vary by state and may involve notifying the surety company providing the Notary's bond and obtaining a new seal. It is the responsibility of the Notary to make all necessary notifications of name and address changes. The time frame for notification in some states is as short as 10 days, so Notaries must not delay.

Notaries who change their names or addresses should contact the National Notary Association at 1-877-876-0827 for guidance on steps they need to take.

Resignation of Notary Commission

When the Notary resigns his or her commission, state law may require the Notary to do certain things. The Notary may be required to notify the state, relinquish the journal and/or destroy the seal. In the absence of a state law, the Notary should archive the journal for 10 years following the last entry and destroy the seal.

SUPERVISION OF NOTARIES

To ensure full compliance with all Notary laws, rules and professional practices, <EMPLOYER> shall provide appropriate supervision of Notary-employees.

Reasonable Time Allocated

<EMPLOYER> will maintain adequate staffing of Notary-employees, permit them sufficient time and set workload limits so that they may prepare and complete notarial acts in full compliance with all applicable Notary laws, rules and professional practices.

Oversight

To document employees' preparation and fitness to perform notarial acts, <EMPLOYER> will maintain a log of all Notary-employees, including commission status (issuance and expiration dates) and completion of the National Notary Association's Notary Essentials training and exam as well as any state-required education.

<EMPLOYER> will conduct regular audits of Notary performance for transactions relating to <EMPLOYER> business. Performance audits may include examining notarized documents, inspecting Notary journals and/or reviewing actual notarial acts.

<EMPLOYER> will take steps to remediate Notary-employees if any deficiencies are identified. Remediation may include retraining and/or disciplinary action.

NOTARY RESPONSIBILITIES

State Laws

When Notaries sign and affix a seal to the Notary certificate on documents, they certify that they have fulfilled all Notary obligations required by law for the notarial act they are performing. <EMPLOYER> requires Notary-employees to know and comply with all applicable Notary laws, rules and professional practices for their respective states.

Each state sets its own specific laws and rules regulating how Notaries perform their official duties. Variations in Notary requirements include (but are not limited to) the following:

- Commission qualifications and term
- Application requirements and processes (in some states these vary by county)
- Bond requirements
- Authorized notarial acts and procedures
- Prohibited acts
- Use of Notary seals, their format (stamp or embosser) and contents, disposition of the seal when commission ends
- Keeping a Notary journal, required entries, disposition of the journal when commission ends
- Acceptable means and methods of identification
- Change of name or address procedures

General Responsibilities

While Notary laws and rules vary from state to state, sound professional practices — as outlined in these policies, provided employee training and references, and state resources — must be followed by <EMPLOYER> Notary-employees. The following should receive special attention:

- Signers must appear in person to have their signatures notarized.
- The Notary must be able to communicate directly with the signer and not through an interpreter or a representative.
- The entire, complete document, with all pages and no blank spaces, must be presented for notarization.
- Document signers must demonstrate that they are signing documents willingly without undue influence from others.
- Notaries must administer oaths or affirmations when required.
- Signers must be identified in accordance with relevant laws, rules and professional practices.
- Signatures on any identification card and the document must be reasonably similar.
- Notaries must complete, sign and affix a seal to a Notary certificate — wording that states what the Notary has certified — for each notarial act performed.

- The Notary seal imprint (inked stamp) or impression (embosser) must be near the Notary's signature.
- The imprint of an inked-stamp Notary seal must be legible and not overlap any text.
- Notaries must never pre- or post-date their official certificates.
- Notaries must not allow others to use their official seal.
- Notaries must secure their official seal and journal and must not allow others to access them.
- Notaries must never give advice or help signers understand or complete documents, unless the Notary has professional credentials to do so.

Code of Responsibility

When providing Notary services, <EMPLOYER> employees should follow the guiding principles of the National Notary Association's *Notary Public Code of Professional Responsibility*:

1. The Notary shall, as a government officer and public servant, serve all the public in an honest, fair and unbiased manner.
2. The Notary shall act as an impartial witness and not profit or gain from any document or transaction requiring a notarial act apart from the fee allowed by statute.
3. The Notary shall require the presence of each signer and oath-taker in order to carefully screen each for identity and willingness, and to observe that each appears aware of the significance of the transaction requiring a notarial act.
4. The Notary shall not execute a false or incomplete certificate, nor be involved with any document or transaction that is false, deceptive or fraudulent.
5. The Notary shall give precedence to the rules of law over the dictates or expectations of any person or entity.
6. The Notary shall act as a ministerial officer and not provide unauthorized advice or services.
7. The Notary shall affix a seal on every notarized document and not allow this universally recognized symbol of office to be used by another or in an endorsement or promotion.
8. The Notary shall record every notarial act in a bound journal or other secure recording device and safeguard it as an important public record.
9. The Notary shall respect the privacy of each signer and not divulge or use personal or proprietary information disclosed during execution of a notarial act for other than an official purpose.
10. The Notary shall seek instruction on notarization and keep current on the laws, practices and requirements of the Notary office.

Remote Online Notarizations

In a few states, Notaries are allowed to perform notarizations remotely online using audio-video technology. Notaries must follow the same rules and procedures as mentioned above when performing the notarization. However, for these unique notarizations, personal appearance has been redefined. The states that allow this have changed the definition of personal appearance to include "the signer must appear in person in front of the Notary at the time notarization **or** through the use of live audio-video technology." In simplest terms, this means the remote online notary can perform a notarization for a

signer anywhere in the United States (and the world depending on the document) as long as the Notary is in their commissioning state at the time of notarization.

Each state has different procedures when it comes to the process of registering as a remote online Notary. However, most of the states do not require an additional commission in order to perform remote online notarizations (Tennessee is the exception). Refer to each state's ruling authority to learn the steps required to be registered as a remote online Notary.

There are additional tools needed to be a remote online Notary. Other than the computer or laptop required to perform notarizations online, the remote online Notary will also need to obtain an e-seal and/or a digital certificate, depending on each state's requirements. These tools will take the place of a traditional notarization that requires an official Notary seal and the signature of the Notary.

Currently, these are the states that allow remote online notarizations:

Virginia	Michigan (3.30.2019)
Montana	Indiana (7.1.2019)
Texas	Tennessee (7.1.2019)
Nevada	Vermont (7.1.2019)
Minnesota	

Prohibited Transactions

Notaries may not do the following:

- Notarize if the Notary has a *personal interest* in the document or transaction. Notaries must never notarize their own signatures or the signatures of family members and must refuse to act if they are named in the document or will receive any financial gain or other benefit from the transaction.
- Notarize *incomplete documents*. Notaries must not notarize a document with blank spaces that are left incomplete or with pages missing. A full and complete document must be presented for notarization.
- Make *certifications not allowed by law*. Notaries may not certify a photograph, verify that a person is living, validate an exam or perform any act not specifically authorized by state law under the Notary's title and seal.
- Notarize *Form I-9 Employment Eligibility Verification*. Although the U.S. Citizenship and Immigration Service's Form I-9 instructions indicate that Notaries may complete the Form I-9, currently no state authorizes a Notary to make the certification required on the I-9 under the Notary's official title or seal.
- Certify *a vital record or a copy of a vital record*. Only local bureaus of vital statistics may certify a vital record or provide certified copies of vital records such as birth, death and marriage certificates.
- Take *protests or depositions*. While Notaries are authorized to perform these acts in some states, they require expertise most Notaries do not have.

- Sign and seal a Notary *certificate in a language the Notary cannot read*. If Notaries cannot read the certificate, they will not know what type of notarization to perform, if what they are certifying is true or if the notarial act is legal in their state.

Witnessing Documents

Certain documents must be signed in the presence of witnesses instead of a Notary. The witnessing of documents is not a notarial act. Employees may serve as a witness on documents associated with <EMPLOYER> business that require a witness rather than a notarization. Notary-employees are prohibited from witnessing documents not related to <EMPLOYER> business.

Limiting Services

During hours of employment, <EMPLOYER> may limit the services of Notary-employees to documents related to <EMPLOYER> business and exclude service to the public. However, the following states are exceptions where Notary services may *not* be restricted:

Arizona
Hawaii
Iowa

Massachusetts
New Mexico

New York
Rhode Island

Refusing Service

As employees, <EMPLOYER> Notaries are obligated to follow Notary service guidelines set by <EMPLOYER> in order to provide good service, maintain productivity and limit liability.

Notaries must refuse a request for notarization if the circumstances of the transaction do not meet the requirements for a lawful and proper notarial act in compliance with state law and <EMPLOYER> policies. If it is unclear whether or not a notarization request complies with the law, the Notary-employee shall defer to and follow <EMPLOYER> policies.

Jurisdiction

States generally empower Notaries to act anywhere within, and only within, state geographic borders (except in Louisiana, where non-attorneys may notarize only in their respective parishes).

The following states are exceptions:

STATE	JURISDICTION
Idaho	Statewide and outside the state for deeds filed in Idaho
Kentucky	Statewide and outside the state for Notaries holding a “Special Commission” if documents will be recorded in Kentucky
Louisiana	Statewide for attorneys who passed the Notary Public exam after June 13, 2005
Montana	Statewide and in North Dakota and Wyoming
North Dakota	Statewide and in Montana
Vermont	Statewide and outside state for deeds, conveyances and powers of attorney for the conveyance of lands that will be recorded in Vermont
Virginia	Statewide and outside state for documents intended to be used in Virginia or by the U.S. government
Wyoming	Statewide and in Montana

Negligence and Misconduct

Even though an employee may become a Notary for the convenience of notarizing <EMPLOYER> documents and providing services to <EMPLOYER> customers, a Notary is an officer of his or her respective state and must know and comply with state Notary laws, administrative rules and standards of practice.

Negligence or misconduct by a Notary may result in civil, criminal and/or administrative penalties — including fines, imprisonment and commission revocation — imposed by state laws. Notaries can be held personally responsible for their actions and may expose <EMPLOYER> to liability.

An employee who fails to follow Notary laws, rules and professional practices and commits any act of willful negligence or misconduct of a Notary function may also be subject to disciplinary action by <EMPLOYER>, up to and including termination.

Liability Coverage

<EMPLOYER> maintains liability coverage for employees while performing <EMPLOYER> business. However, this coverage does not exempt Notary-employees from understanding and following state Notary laws, rules and standards of practice.

NNA Hotline Support

For guidance on situations or questions involving notarization, Notary-employees should call or email the National Notary Association’s NNA® Hotline at:

1-888-876-0827
Hotline@NationalNotary.org

The NNA Hotline is available:

Monday through Friday 5:00 a.m. to 7:00 p.m. Pacific Time
Saturday 5:00 a.m. to 5:00 p.m. Pacific Time

NOTARIZATION PROCEDURES

Authorized Notarial Acts

In performing any notarial act, the Notary must dutifully comply with all steps. No step may be treated as a thoughtless, perfunctory routine. Following are descriptions of the most common notarial acts.

Acknowledgments

The most widely performed notarial act, an acknowledgment requires the Notary to certify three facts: (1) the signer personally appeared before the Notary, (2) the Notary positively identified the signer and (3) the signer “acknowledged” that he or she freely signed the document. The document may be signed prior to the notarization but not after.

Acknowledgments are authorized in all states.

Jurats or Verifications on Oath or Affirmation

One of the most common notarial acts, jurats (also called verifications on oath or affirmation) generally are performed in conjunction with affidavits. They are easily identified by the certificate wording “subscribed and sworn to before me” or similar. In a jurat, the Notary certifies four facts: (1) the signer personally appeared before the Notary, (2) the Notary witnessed the signature being made (the document may not be pre-signed or otherwise signed outside the Notary’s sight), (3) the Notary administered an oath or affirmation and (4) the Notary positively identified the signer (not expressly required in all states). Although the signer must swear or affirm that the contents of the document are true, the Notary is not required to examine the facts to confirm the signer’s truthfulness.

Jurats are authorized in all states.

Oaths and Affirmations

An oath is a solemn, spoken pledge of truthfulness or loyalty to a Supreme Being, and an affirmation is a solemn, spoken pledge on one’s own honor. Most often, Notaries administer oaths or affirmations in executing a jurat or for a credible identifying witness. However, certain oaths — for example, an oath of office — are complete notarial acts on their own and may include no document or Notary certificate.

Oaths and affirmations are authorized in all states.

Copy Certifications

The Notary creates a copy and certifies that it is a true, complete and correct reproduction of the original document. Notaries may not certify copies of vital records such as a birth, death or marriage certificates or of publicly recordable documents such as deeds.

Copy certification is authorized in the following states:

Arizona	Louisiana	Oregon
Arkansas	Maine	Pennsylvania
Colorado	Massachusetts	Rhode Island
Connecticut	Minnesota	Texas
Delaware	Missouri	Utah
Florida	Montana	Vermont
Georgia	Nevada	Virginia
Idaho	New Hampshire	Washington
Indiana	New Mexico	West Virginia
Iowa	North Dakota	Wisconsin
Kansas	Oklahoma	Wyoming

Copy certification is authorized but limited in the following states:

- California — limited to copies of powers of attorney and journal entries ordered by SOS or by a court
- Hawaii — limited to copies of Notary records only
- Maryland — limited to copies of Notary records only

Proofs of Execution by Subscribing Witness

Proofs may be acceptable in place of acknowledgments — *but not in every case* — when signers cannot go before a Notary. With a proof, an impartial subscribing witness swears to a Notary that (1) the principal's signature is genuine and willing and (2) the principal requested him or her to witness the document and take it to a Notary. It is the principal signer's choice (conveyed by the subscribing witness) to opt for a proof instead of an acknowledgment; it is not the Notary's decision.

Proofs of execution are authorized in the following states:

Alabama	Kentucky	North Dakota
Arkansas	Maine	Oklahoma
California	Mississippi	Pennsylvania
Colorado	Missouri	South Carolina
Connecticut	Nebraska	South Dakota
District of Columbia	Nevada	Tennessee
Illinois	New Jersey	Texas
Indiana	New York	Utah
Iowa	North Carolina	Virginia

Signature Witnessings

Some states allow a Notary merely to certify that the signer (1) was identified and (2) signed the document in the Notary's presence.

Signature witnessing is authorized in the following states:

Colorado	Massachusetts	Oregon
Delaware	Michigan	Pennsylvania
District of Columbia	Minnesota	Rhode Island
Georgia	Mississippi	South Carolina
Hawaii	Montana	Utah
Illinois	New Hampshire	Vermont (7.1.19)
Indiana	New Mexico	Washington
Iowa	North Dakota	West Virginia
Kansas	Oklahoma	Wisconsin
Maryland		Wyoming

Depositions

A deposition is a signed and sworn transcript of a person's oral statements for use in a lawsuit or trial. Because transcribing spoken testimony requires special skills, Notaries without the necessary training should not attempt to take depositions. This should be left to a trained stenographer or court reporter.

Depositions are authorized in the following states:

Arkansas	Minnesota	Pennsylvania
California*	Nebraska	Tennessee
Colorado	New Hampshire	Texas
Connecticut	New Jersey	Vermont
Indiana	New York	Washington
Kentucky	Ohio	Wisconsin
Maryland		

* In California, a Notary may take a deposition but may not transcribe or record one in shorthand unless the Notary is a certified shorthand reporter.

Protests

A protest is a written statement indicating that payment for a negotiable instrument has not been received. Notaries should execute protests only if they have appropriate training and knowledge of financial and legal terms and procedures or if they do so under the supervision of a bank officer or attorney.

Protests are authorized in the following states:

Alabama	Kentucky	Oklahoma
Alaska	Louisiana	Oregon*
Arkansas	Maine	Pennsylvania
California*	Maryland	Rhode Island
Colorado	Minnesota	Tennessee
Connecticut	Mississippi	Texas
Delaware	Montana	Vermont
District of Columbia	Nevada*	Washington
Hawaii	New Hampshire	West Virginia
Idaho	New Jersey	Wisconsin
Indiana	New Mexico	Wyoming
Iowa	New York	
Kansas	North Dakota	

* Limits performing protests to Notaries employed by a financial or depository institution, as applicable, during the course of employment with that institution.

Marriages

Only in Maine, South Carolina, Nevada and Florida do Notaries have the authority to perform marriages. In all other states, a Notary may not.

Identifying Signers

The identity of signers is established through either (1) the Notary's personal knowledge of the signer, (2) identification documents or (3) one or two credible identifying witnesses vouching under oath.

Personal Knowledge of Identity

Personal knowledge is generally defined as an acquaintance derived from association with the individual in relation to other people over a period of time. If there is any doubt about whether the individual is personally known, the Notary should consider the person unknown for purposes of notarization and request another form of identification. All states allow identification through personal knowledge *except* California; Alabama and Louisiana *do not specify* if personal knowledge is acceptable.

Identification Documents

Identification documents should be government-issued and contain the bearer's photograph, signature and physical description. Common IDs include driver's licenses, non-driver's IDs and passports. Social Security cards, credit cards, temporary driver's licenses and driver's licenses without photographs should not be relied on for identification purposes. All states allow identification through ID documents *except* for the following states: Alabama, Louisiana and New York *do not specify* if ID documents are acceptable.

Notaries must know and follow their state's requirements. Following are summaries of state laws and rules for acceptable identification documents and/or required features.

STATE	ACCEPTABLE IDENTIFICATION DOCUMENTS
Alabama	Not specified
Alaska	Government-issued ID with photo and signature, or government-issued ID with signature plus another valid ID with photo and signature
Arizona	Valid (unexpired) driver's license issued by any U.S. state or territory, U.S. passport, U.S. military ID, or any other ID issued by federal, state or tribal government agency with photo, signature and physical description; if in custody, an inmate ID issued by county sheriff or state Department of Corrections
Arkansas	A Notary should "require some form of proper identification unless the notary personally recognizes the person whose signature is to be notarized." — Arkansas Notary Public Handbook
California	California driver's license or non-driver's ID, U.S. passport or passport card, or Inmate ID card issued by the CA Department of Corrections and Rehabilitation (inmates in custody in prison only) and any form of inmate ID issued by a sheriff's department (inmates in custody in a local detention facility only), consular identification documents and federally recognized tribal ID cards, all provided ID is current or issued within past 5 years; driver's license or non-driver's ID issued by any other U.S. state, foreign passport, U.S. military ID, driver's license issued by Canada or Mexico, or employee ID issued by California state, county and/or city agency, all provided ID has photo, physical description, signature and ID number and is current or issued within past 5 years
Colorado	Current ID issued by federal or state government agency with photo and signature; foreign passport not acceptable
Connecticut	2 current IDs: 1st issued by federal or state government agency with signature and either photo or physical description; 2nd issued by institution, business or federal or state government agency with signature
Delaware	U.S. passport, unexpired foreign passport, certificate of U.S. citizenship or naturalization, alien registration card, driver's license or non-driver's ID issued by any U.S. state, or U.S. military ID, all provided ID has photo and signature
District of Columbia	"Recommended forms of identification are a driver's license, passport, or employee identification card; however, the notary public may consider other forms of documentation acceptable. The issue of identification is subjective and the test of whether identification has been satisfactorily met will remain with the notary." — DC Notary Handbook
Florida	Driver's license or non-driver's ID issued by any U.S. state or territory or by Canada or Mexico, U.S. or properly stamped foreign passport, ID issued by USCIS, U.S. military ID, or inmate ID (for inmates in custody only), all provided ID is current or issued within past 5 years and has ID number, Veteran's Health Identification card
Georgia	Driver's license or non-driver's ID issued by any U.S. state or territory or by Canada or Mexico, U.S. or properly stamped foreign passport, military ID (for retired or active-duty military personnel, retirees and their dependents), or alien registration card — Georgia Notary Handbook
Hawaii	Current ID issued by federal, state or foreign government agency with photo and signature
Idaho	Passport, driver's license or government issued non-driver's license that is current or expired not more than three years, or other government issued identification with a signature or photo that is current or expired not more than three years.
Illinois	Current ID issued by federal or state government agency or by consulate with photo and signature
Indiana	ID such as driver's license — no further specifications
Iowa	Driver's license, government-issued non-driver's ID, passport, or other government-issued ID with signature or photo, all provided ID is current or expired no more than 3 years
Kansas	Reliable ID with photo, such as driver's license — Kansas Notary Handbook
Kentucky	ID with photo, signature and physical description, such as driver's license — Notary Public Handbook
Louisiana	Not specified; Notary has broad discretion in determining proof of identity



STATE	ACCEPTABLE IDENTIFICATION DOCUMENTS
Maine	Current government-issued ID with photo — Notary Public Handbook
Maryland	“Require such proof of identification as [you] would require to cash a very large check for that person.” — Handbook for Maryland Notaries Public
Massachusetts	Current ID issued by federal or state government agency with photo and signature; for non-citizen, valid foreign passport or other government-issued ID with photo and signature, provided ID shows bearer’s nationality or residence
Michigan	Current ID issued by federal or state government agency with photo and signature
Minnesota	Not specified
Mississippi	Current ID issued by federal, state or tribal government agency with photo, signature and physical description, or properly stamped passport
Missouri	ID with photo and signature, such as driver’s license — Missouri Notary Handbook
Montana	Driver’s license, government-issued non-driver’s ID, passport or other government-issued ID with signature or photo, all provided ID is current or expired no more than 3 years
Nebraska	Current government-issued ID with photo, signature and physical description, or properly stamped passport (physical description not required on passport)
Nevada	ID with photo and signature, ID issued by foreign consulate located in NV, or (for seniors over 65 with no other ID only) ID issued by government agency or senior-citizen center
New Hampshire	Driver’s license issued by federal or state government agency with photo, other ID issued by federal, state or local government agency with photo, U.S. passport, military ID, or reliable employee ID with photo — NH Election Law
New Jersey	ID with physical description — Notary Public Manual
New Mexico	Current ID issued by federal, state or tribal government agency with photo, signature and physical description, or properly stamped passport
New York	Not specified
North Carolina	Current ID issued by federal, state or tribal government agency with photo and either signature or physical description
North Dakota	Driver’s license, government-issued non-driver’s ID, passport or other government-issued ID with signature or photo, all provided ID is current or expired no more than 3 years
Ohio	Driver’s license or other ID, “preferably one with a picture” — Handbook and Notarial Journal for Notaries Public
Oklahoma	ID with photo and signature, such as driver’s license or passport — FAQs, Secretary of State’s website
Oregon	Driver’s license or non-driver’s ID issued by any U.S. state (including Oregon instructional driver’s permit, Oregon provisional driver’s license, and Oregon limited-term driver’s license or non-driver’s ID), U.S. or foreign passport, U.S. military ID with signature and photograph, ID issued by federally recognized Indian tribe with signature and photograph, ID issued by federal, state, county or local government agency with signature and photograph, all provided ID is current or expired no more than 3 years, or current (not expired) Oregon interim driver’s license or non-driver’s ID
Pennsylvania	Current government-issued ID with ID number and photo, signature or physical description
Rhode Island	Current ID issued by federal, state or tribal government agency with photo and signature; for non-citizen, valid foreign passport or other government-issued ID with photo and signature, provided ID shows bearer’s nationality or residence
South Carolina	Current ID issued by federal or state gov’t w/ photo, sig. and phys. description or current passport
South Dakota	Driver’s license or non-driver’s ID, U.S. passport, U.S. military ID, or ID issued by USCIS, such as alien registration card — Notary Public Handbook
Tennessee	TN driver’s license or non-driver’s ID or U.S. passport, provided ID is current or issued within past 5 years; or driver’s license or non-driver’s ID issued by any other U.S. state, U.S. military ID, or properly stamped foreign passport, all provided ID is current or issued within past 5 years and has photo, physical description, signature and ID number



STATE	ACCEPTABLE IDENTIFICATION DOCUMENTS
Texas	Current ID issued by federal or state government agency with photo and signature; for residential real-property transactions only, current foreign passport also may be used
Utah	Valid ID issued by federal, state or foreign government agency with photo, physical description and signature, or valid passport issued by any nation
Virginia	U.S. passport, unexpired foreign passport, driver’s license or non-driver’s ID issued by any U.S. state, U.S. military ID, certificate of U.S. citizenship or naturalization, or alien registration card, all provided ID has photo and signature, must be current
Washington	Current ID issued by federal, state or tribal government agency with photo, signature and physical description, or unexpired U.S. or foreign passport with photo and signature
West Virginia	Driver’s license, government-issued non-driver’s ID, passport or other government-issued ID with signature or photo, all provided ID is current or expired no more than 3 years
Wisconsin	“A current driver’s license, photo identification card, picture credit card, student ID card, or employment ID [card] may be enough proof for you to establish a customer’s identity...” — Notary Public Tutorial
Wyoming	Current ID issued by federal, state or tribal government agency with photo, signature and physical description, or properly stamped passport

Notaries should become familiar with common identification documents in their states and should inspect identification documents to see if they have been altered. The signer should remove the card from his or her wallet or any protective casing so the Notary may hold the card and examine it.

Credible Identifying Witnesses

In most states, the sworn word of a credible identifying witness is satisfactory evidence of identity. Credible identifying witnesses should not have a beneficial interest in a notarized document or be named in it, and they must personally know the document signer and be personally known by the Notary or, in some states, identified through identification documents.

All states permit identifying through *one* personally known credible witness *except* Alaska, Alabama, Arkansas, Kentucky, Louisiana, Maryland and New York, which do not specify if credible identifying witnesses are allowed.

California allows one credible identifying witness to be used *only* if the witness is personally known to the Notary and presents a state-approved identification document. In Arizona, Iowa, Montana, North Dakota, Oregon and West Virginia, a single credible identifying witness may be identified through either personal knowledge or identification documents allowed by state law.

The following states allow identification through *two* credible witnesses who are identified through identification documents:



California
 Delaware
 Florida
 Georgia
 Mississippi

Missouri (real-property documents only)
 Montana
 Nebraska

New Mexico
 South Carolina
 Virginia
 Wyoming

Notary Journal and Recordkeeping

<EMPLOYER> requires all Notaries to document details of their official acts legibly and completely in a bound, chronological journal with numbered pages. Statute, administrative rule or other law requires Notaries to keep records of notarizations in many states, and virtually every state’s Notary-regulating authority supports Notaries maintaining a journal.

Keeping a journal of notarial acts is the single most important action Notaries can take to protect themselves and their employer from claims of negligence or misconduct. In a lawsuit, a well-organized, neat and detailed Notary journal record provides a strong case that the Notary acted properly, while a sloppy, incomplete journal record is weak evidence and often a losing case.

Following are summaries of state journal requirements.

STATE	JOURNAL REQUIREMENT OR SUPPORT
Alabama	Supported by Notary-regulating authority
Alaska	Supported by Notary-regulating authority
Arizona	Required by statute
Arkansas	Supported by Notary-regulating authority
California	Required by statute
Colorado	Required by statute
Connecticut	Supported by Notary-regulating authority
Delaware	Required by statute for all electronic notarizations; supported by Notary-regulating authority for other acts
District of Columbia	Required by statute
Florida	Supported by Notary-regulating authority
Georgia	Supported by Notary-regulating authority
Hawaii	Required by statute
Idaho	Supported by Notary-regulating authority
Illinois	Supported by Notary-regulating authority
Indiana	Supported by Notary-regulating authority
Iowa	Supported by Notary-regulating authority
Kansas	Supported by Notary-regulating authority
Kentucky	Required by statute for protests; supported by Notary-regulating authority for other acts
Louisiana	Required by statute for real-property transactions; annual report also required
Maine	Required by statute for marriages; supported by Notary-regulating authority for other acts
Maryland	Required by statute
Massachusetts	Required by statute
Michigan	Supported by Notary-regulating authority
Minnesota	Supported by Notary-regulating authority
Mississippi	Required by statute
Missouri	Required by statute
Montana	Required by statute
Nebraska	Supported by Notary-regulating authority

STATE	JOURNAL REQUIREMENT OR SUPPORT
Nevada	Required by statute
New Hampshire	Supported by Notary-regulating authority
New Jersey	Required by statute for protests; supported by Notary-regulating authority for other acts
New Mexico	Supported by Notary-regulating authority
New York	Not specified
North Carolina	Supported by Notary-regulating authority
North Dakota	Supported by Notary-regulating authority
Ohio	As of September 19, 2019, it is no longer reequired by statute for protests; not otherwise specified
Oklahoma	Required by statute for protests; supported by Notary-regulating authority for other acts
Oregon	Required by statute for some acts; supported by Notary-regulating authority for other acts
Pennsylvania	Required by statute
Rhode Island	Supported by Notary-regulating authority
South Carolina	Supported by Notary-regulating authority
South Dakota	Supported by Notary-regulating authority
Tennessee	Required by statute for notarial acts for which a fee is charged; supported by Notary-regulating authority for other acts
Texas	Required by statute
Utah	Supported by Notary-regulating authority
Vermont	Supported by Notary-regulating authority
Virginia	Required by statute for all electronic notarizations; supported by Notary-regulating authority for other acts
Washington	Required by statute
West Virginia	Supported by Notary-regulating authority
Wisconsin	Supported by Notary-regulating authority
Wyoming	Supported by Notary-regulating authority

Journal Entries

State laws should be consulted for required information to record in the journal. In general, the following entries should be recorded for each notarization performed:

- Date and time of notarial act
- Type of notarial act
- Title or type of document
- Document date
- Name and address of each signer and witness
- Method of identification (see restrictions below)
- Fees charged
- Signature of each signer and witness
- Thumbprint of signer(s) (not permitted in Maine, North Carolina and Texas)
- Other pertinent information, such as the representative capacity (if any) of the signer and the address where the notarization was performed

Some states specifically prohibit the recording of certain personal identifying information in the journal, such as Social Security numbers, credit card numbers or serial numbers and dates of expiration or issuance on identification documents. States affected are Delaware, Maine, Massachusetts, Mississippi,



Montana, North Carolina, Oregon, Rhode Island and Texas. Notaries from those states should check their state statutes, administrative rules and executive orders for specific provisions.

Journal entries should be completed *before* the Notary signs and seals the Notary certificate and completes the notarization.

Inspection

In the absence of specific rules in state law, <EMPLOYER> may inspect or copy Notary journal entries that are directly related to the employer's business, provided the inspection or copying is done in the Notary's presence. <EMPLOYER> may ask a Notary-employee to regularly provide copies of business-related entries from the journal.

Safeguard Journal

Notaries must safeguard their Notary journals to prevent unauthorized use and to protect privacy. Journals must be kept under the Notary's exclusive control — either in the Notary's possession or stored in a locked drawer, locker, box, handbag or briefcase — and must not be accessible to others.

Lost or Stolen Journal

If the journal is stolen, lost, destroyed, damaged or otherwise rendered unusable, the Notary may be required to notify the state's Notary-regulating office — and local police, if appropriate.

Disposition of Notary Records

The journal is the responsibility of the Notary, and generally it should not be surrendered to anyone unless subpoenaed by court order. If employment is ended, Notary-employees must take their Notary journals with them. The only exceptions concern Notaries in Arizona, Oregon and Tennessee, where under certain circumstances the employer may retain the journal.

When a Notary commission expires, or is resigned or revoked, the Notary must deliver all journals to the designated official as required by law or rule. If state laws do not require records to be turned in, the Notary should safeguard each journal for 10 years from the date of the last recorded entry in the journal.

Notary Seal

<EMPLOYER> requires all Notaries to affix a clear imprint (inked stamp) or impression (embosser) of their official seal of office on all documents notarized. The official seal signifies that the Notary is a public officer commissioned in a particular state. Seals provide certain information related to the Notary's commission, such as the Notary's name, title, state and commission-expiration date.

Requirements

The most common seal is an inked stamp, which imprints a photographically reproducible image on the document. The embosser is a pincer-like device, which impresses an image in relief on a paper surface.

In states where seals are not required by law, statute may direct Notaries to print, type or stamp certain commissioning details on the certificate, thereby creating a de facto seal.

In the table that follows, “Notary’s name” indicates the name of the Notary Public exactly as it appears on his or her commission or appointment certificate.

STATE	SEAL REQUIREMENT	
Alabama	Type:	Inked stamp or embosser
	Format:	Not specified
	Contents:	Notary’s name, “Notary Public,” “Alabama” and “State-at-Large”
Alaska	Type:	Inked stamp or photocopyable embosser
	Format:	Circular, max. 2" diameter, or rectangular, max. 1" high x 2½" long
	Contents:	Notary’s name, “Notary Public” and “State of Alaska” (optional: commission number and/or commission-expiration date)
Arizona	Type:	Dark-inked (not red) rubber stamp (embosser only allowed as add-on)
	Format:	Any shape, max. 1½" high x 2½" long
	Contents:	Notary’s name, “Notary Public,” county of commission, Arizona Great Seal, Notary commission ID number and commission-expiration date
Arkansas	Type:	Blue- or black-inked rubber stamp or photocopyable embosser
	Format:	Not specified
	Contents:	Notary’s name, county where bond filed, “Notary Public,” “Arkansas,” commission number and commission-expiration date (prohibited: Arkansas Great Seal or outline of state)
California	Type:	Inked stamp or photocopyable embosser
	Format:	Rectangular, max. 1" high x 2½" long, or circular, max. 2" diameter, with serrated or milled-edge border surrounding contents
	Contents:	Notary’s name, California Great Seal, “Notary Public,” county where oath and bond filed, commission-expiration date, commission number and seal manufacturer ID number
Colorado	Type:	Inked rubber stamp (embosser prohibited)
	Format:	Rectangular, with border surrounding contents
	Contents:	Notary’s name, “Notary Public,” “State of Colorado,” commission number and commission-expiration date
Connecticut	Type:	Optional; inked stamp or embosser
	Format:	Not specified
	Contents:	Notary’s name, “Notary Public,” “Connecticut” and “My commission expires (date)”; otherwise, Notary must print, type or stamp “Notary Public” and “My commission expires (date)”
Delaware	Type:	Black-inked rubber stamp or photocopyable embosser
	Format:	Not specified
	Contents:	Notary’s name, “Notary Public,” “State of Delaware” and “My commission expires on (date)” (for Limited Governmental Notaries: “My commission expires upon office”)
District of Columbia	Type:	Inked embosser
	Format:	Circular, max. 1¾" diameter, with border surrounding contents
	Contents:	Notary’s name at top, “Notary Public” and commission-expiration date in center and “District of Columbia” at bottom
Florida	Type:	Black-inked rubber stamp (embosser only allowed as add-on)
	Format:	Not specified
	Contents:	Notary’s name, “Notary Public — State of Florida,” commission number and commission-expiration date (prohibited: Florida Great Seal)

STATE	SEAL REQUIREMENT	
Georgia	Type:	Inked stamp or embosser
	Format:	Not specified
	Contents:	Notary's name, "Notary Public," county of commission and either "Georgia" or "GA" (optional but urged by officials: commission-expiration date)
Hawaii	Type:	Inked rubber stamp or embosser
	Format:	Circular, max. 2" diameter, with serrated or milled-edge border surrounding contents
	Contents:	Notary's name, commission number, "Notary Public" and "State of Hawaii" (prohibited: commission-expiration date); Notary also must print, type or stamp name and commission-expiration date
	Notes:	Hawaii Notaries must complete a Certification Statement near the Notary certificate wording, including the Notary's name, signature, seal and judicial circuit, the date of notarization, and the document's date, description and number of pages.
Idaho	Type:	Inked rubber stamp
	Format:	Rectangular or circular, with serrated or milled-edge border surrounding contents
	Contents:	Notary's name, "Notary Public" and "State of Idaho", Notary's commission number (prohibited: any other words, numbers or symbols); Notary also may print, type or stamp commission-expiration date
Illinois	Type:	Inked rubber stamp
	Format:	Rectangular, max. 1" high x 2½" long, with serrated or milled-edge border surrounding contents
	Contents:	"Official Seal," Notary's name, "Notary Public," "State of Illinois" and "My commission expires (date)"
Indiana	Type:	Inked rubber stamp or photocopiable embosser
	Format:	Not specified
	Contents:	Notary's name (optional but preferred), "Notary Public," "Seal" and "State of Indiana" (optional: county of residence, commission number and expiration date); if not in seal, Notary must print, type or stamp name, county of residence and commission-expiration date
Iowa	Type:	Inked stamp or photocopiable embosser
	Format:	Not specified
	Contents:	Notary's name, "Notarial Seal," "Iowa," "Commission Number (number)" and "My commission expires (date)"
Kansas	Type:	Inked rubber stamp or photocopiable embosser
	Format:	Not specified
	Contents:	Notary's name, "Notary Public" and "State of Kansas" (optional: commission-expiration date and/or picture of Kansas Capitol building); if not in seal, Notary must print, type or stamp commission-expiration date
Kentucky	Type:	Optional; type not specified
	Format:	Not specified
	Contents:	Notary's name, "Kentucky" and either "Notary Public — State at Large" or "Notary Public — Special Commission"; Notary also must print, type or stamp commission-expiration date
Louisiana	Type:	Optional; type not specified
	Format:	Not specified
	Contents:	Notary must print, type or stamp Notary's name and identification number (attorneys may use state bar roll number)
Maine	Type:	Optional; inked stamp or embosser
	Format:	Not specified
	Contents:	Notary's name, "Notary Public" and either "Maine" or "ME," either as individual words or (not preferred) within Maine Great Seal or other device of Notary's choice; Notary also must print, type or stamp commission-expiration date

STATE	SEAL REQUIREMENT	
Maryland	Type:	Inked stamp or embosser
	Format:	Not specified
	Contents:	Notary's name, "Notary Public" and either county of commission or residence or "City of Baltimore" (optional: symbol or device of Notary's choice); Notary also must print, type or stamp commission-expiration date
Massachusetts	Type:	Black-inked stamp or embosser
	Format:	Not specified
	Contents:	Notary's name, "Notary Public," either "Commonwealth of Massachusetts" or "Massachusetts," "My commission expires (date)" and Massachusetts Great Seal
Michigan	Type:	Optional; inked stamp or electronic process (embosser only allowed as add-on)
	Format:	Not specified
	Contents:	Notary's name, "Notary Public, State of Michigan, County of (county of comm.)," "My commission expires (date)" and, if notarizing outside county of comm., "Acting in County of (county where notarization performed)"; otherwise, Notary must print, type or stamp this information and, if not in Notary certificate, date of notarization
Minnesota	Type:	Inked stamp
	Format:	Rectangular, max. ¾" high x 2½" long, with serrated or milled-edge border surrounding contents
	Contents:	Notary's name, "Notary Public," Minnesota Great Seal and "My commission expires (date)"
Mississippi	Type:	Inked stamp (embosser only allowed as add-on)
	Format:	Circular, min. 1½" or max. 2½" diameter, with border surrounding contents
	Contents:	On margin, Notary's name, "State of Mississippi" and county of residence and, across center, "Notary Public," commission ID number and "Commission expires (date)"
Missouri	Type:	Black-inked rubber stamp or embosser
	Format:	Minimum 8-point font either type; inked stamp, rectangular (recommended); embosser, not specified
	Contents:	Inked stamp: Notary's name, "Notary Public," "Notary Seal," "State of Missouri," either county of commission or "St. Louis City," "My commission expires (date)" and commission number (prohibited: Missouri Great Seal); embosser: Notary's name, "Notary Seal," "Notary Public," commission number and "State of Missouri"; with embosser, Notary also must reproducibly print, type or stamp all information required for inked stamp except "Notary Seal"
Montana	Type:	Blue- or black-inked seal-stamp unit
	Format:	Rectangular, approx. 1" high x 2½" long, with border surrounding contents
	Contents:	At left, circular seal with Notary's name, "State of Montana" and "Notarial Seal" and, at right, Notary's name, "Notary Public for the State of Montana," "Residing at (city of residence)" and "My commission expires (date)," expressed as month/day/4-digit year
Nebraska	Type:	Inked stamp
	Format:	Rectangular, ½" high x 2" long, or shaped like state
	Contents:	Notary's name, "State of Nebraska," either "General Notary" or "General Notarial" and commission-expiration date
Nevada	Type:	Inked rubber or mechanical stamp (embosser only allowed as add-on)
	Format:	Rectangular, max. 1" high x 2½" long
	Contents:	Notary's name, "Notary Public, State of Nevada," appointment expiration date, appointment number and, if resident of adjoining state, "Nonresident" (optional: Nevada Great Seal)

STATE	SEAL REQUIREMENT	
New Hampshire	Type:	Inked rubber stamp or embosser
	Format:	Not specified
	Contents:	Inked stamp: Notary's name, "Notary Public," "New Hampshire" and commission-expiration date; embosser: Notary's name, "Notary Public," "New Hampshire" and separate inked rubber stamp with commission-expiration date
New Jersey	Type:	Optional; type not specified
	Format:	Not specified
	Contents:	Notary must print, type or stamp Notary's name and commission-expiration date
New Mexico	Type:	Inked rubber stamp or embosser
	Format:	Inked stamp, rectangular (suggested); embosser, not specified
	Contents:	Inked stamp: at left, New Mexico Great Seal and, at right, in descending order, "Official Seal," Notary's name, "Notary Public — State of New Mexico" and "My commission expires (blank line)," with date to be written in by hand; embosser: Notary's name and "Notary Public — State of New Mexico"; with embosser, Notary also must print, type or stamp commission-expiration date
New York	Type:	Optional; black-inked stamp (embosser only allowed as add-on)
	Format:	Not specified
	Contents:	Notary must print, type or stamp, in black ink below signature, Notary's name, "Notary Public, State of New York," county of commission, commission-expiration date and, if relevant, "Certificate filed (name of county where Notary's certificate of official character filed) County"
North Carolina	Type:	Inked stamp or photocopyable embosser
	Format:	Circular, min. 1½" to max. 2" diameter, or rectangular, max. 1" high x 2½" long, with border surrounding contents
	Contents:	Notary's name, "Notary Public," county of commission (incl. either "County" or "Co." and either "North Carolina" or "NC" (optional: commission-expiration date)
North Dakota	Type:	Inked stamp (embosser prohibited)
	Format:	Circular, max. 1¾" diameter, or rectangular, max. ¾" high x 2¾" long, with border surrounding contents
	Contents:	Notary's name, "Notary Public," "State of North Dakota" and commission-expiration date (prohibited: North Dakota Great Seal or any other words, numbers or symbols)
Ohio	Type:	Inked stamp or embosser
	Format:	Circular, with state coat of arms in center of ¾" but not larger than 1" circle surrounded by contents
	Contents:	Either "Notary Public" or "Notarial Seal" and "State of Ohio" (optional: Notary's name and/or commission-expiration date); if not in seal, Notary must print, type or stamp name (near signature) and commission-expiration date
Oklahoma	Type:	Inked rubber stamp or embosser
	Format:	Not specified
	Contents:	Notary's name, "Notary Public" and "State of Oklahoma" (optional: commission number and/or commission-expiration date); if not in seal, Notary must print, type or stamp commission number and commission-expiration date
Oregon	Type:	Inked stamp (embosser only allowed as add-on)
	Format:	Rectangular
	Contents:	In upper left corner, Oregon Great Seal and, centered to right, in descending order, "Official Stamp," Notary's name, "Notary Public — Oregon," "Commission No. (number)," "My Commission Expires (date)," with date expressed as spelled-out month, 2-digit day and 4-digit year

STATE	SEAL REQUIREMENT	
Pennsylvania	Type:	Inked rubber stamp (embosser only allowed as add-on)
	Format:	Rectangular, max. 1" high x 3½" long, with plain border surrounding contents
	Contents:	"Notarial Seal," Notary's name, "Notary Public," city and county in which office maintained and commission-expiration date (optional: "Commonwealth of Pennsylvania," but must be outside top of border)
Rhode Island	Type:	Optional; inked stamp or photocopyable embosser
	Format:	Not specified
	Contents:	Notary's name, "Notary Public" and "Rhode Island" (optional: commission-expiration date and/or phrases such as "Signed before me"; prohibited: Rhode Island Great Seal); Notary also must print, type or stamp commission-expiration date (if not in seal) and Notary ID number
South Carolina	Type:	Inked stamp or embosser
	Format:	Not specified
	Contents:	Notary's name, "Notary Public" and "State of South Carolina" (optional: commission-expiration date); if not in seal, Notary must print, type or stamp commission-expiration date
South Dakota	Type:	Inked stamp or embosser
	Format:	Border surrounding contents
	Contents:	Notary's name, "Notary Public," "South Dakota" and, for inked stamps, "Seal" (optional: "My commission expires (date)"); if not in seal, Notary must print, type or stamp commission-expiration date
Tennessee	Type:	Dark-inked (not black or yellow) stamp
	Format:	Circular, with 2 concentric circles
	Contents:	Notary's name at top, either "State of Tennessee Notary Public" or "Tennessee Notary Public" in center and county of election at bottom (prohibited: commission-expiration date); Notary also must print, type or stamp commission-expiration date
Texas	Type:	Inked stamp or photocopyable embosser
	Format:	Circular, max. 2" diameter, or rectangular, max. 1" high x 2½" long, with serrated or milled-edge border surrounding contents
	Contents:	"Notary Public" and "State of Texas," appearing around a star of 5 points, and Notary's name, commission number and commission-expiration date
Utah	Type:	Purple-inked stamp (embosser only allowed as add-on)
	Format:	Rectangular, max. 1" high x 2½" long
	Contents:	Notary's name, "Notary Public," "State of Utah," "My commission expires on (date)," commission number and Utah Great Seal
Vermont	Type:	As of July 1, 2019, official stamp must be used on tangible records or the Notary must type, print or stamp the Notary's name and commission number on the certificate; type not specified
	Format:	Not specified
	Contents:	As of July 1, 2019, Notary's name, jurisdiction and other information required by the Secretary of State; must be capable of being copied together with record to which it is affixed
Virginia	Type:	Inked stamp or photocopyable embosser
	Format:	Not specified
	Contents:	Notary's name, "Notary Public" and "Commonwealth of Virginia" (optional: "My commission expires (date)" and/or Notary registration number); if not in seal, Notary must print, type or stamp registration number and commission-expiration date

STATE	SEAL REQUIREMENT	
Washington	Type:	Inked stamp or photocopiable embosser
	Format:	Minimum 8-point font either type; inked stamp: circular, min. 1 $\frac{1}{8}$ " diameter, or rectangular, min. 1" high x 1 $\frac{1}{2}$ " long; embosser: circular, min. 1 $\frac{1}{8}$ " diameter
	Contents:	Notary's name (must match commission name; can't use initials for both first and middle names), "State of Washington," "Notary Public" and appointment expiration date (prohibited: Washington Great Seal)
West Virginia	Type:	Inked rubber stamp (embosser only allowed as add-on)
	Format:	Rectangular, max. 1" high x 2 $\frac{1}{2}$ " long, with border surrounding contents
	Contents:	"Official Seal," "Notary Public," "State of West Virginia," Notary's name, business or residence address, commission-expiration date and West Virginia Great Seal
Wisconsin	Type:	Inked rubber stamp or embosser
	Format:	Not specified
	Contents:	Notary's name, "Notary Public" and "State of Wisconsin" (prohibited: any other words, numbers or symbols); Notary also must print, type or stamp commission-expiration date
Wyoming	Type:	Inked stamp or photocopiable embosser
	Format:	Rectangular, max. $\frac{3}{4}$ " high x 2 $\frac{1}{2}$ " long, or circular, max. 2" diameter, with serrated or milled-edge border surrounding contents
	Contents:	Notary's name, "Notary Public," county of residence and "Wyoming" (optional: commission-expiration date); if not in seal, Notary must print, type or stamp commission-expiration date

Disposing of the Seal

The seal is the responsibility of the Notary. If employment is ended, Notary-employees must take their Notary seals with them. When a Notary's term of office ends, the Notary must destroy or deface the official seal unless state laws prescribe a different method of disposition, such as submitting the seal to the Notary-regulating office.

Safeguard Seal

Notaries are accountable for safeguarding their Notary seal and other supplies to prevent unauthorized use. Seals must be kept under the Notary's exclusive control — either in the Notary's possession or stored in a locked drawer, locker, box, handbag or briefcase — and must not be accessible to others.

Lost or Stolen Seal

If the seal is stolen, lost, destroyed or damaged, the Notary may be required to notify the state's Notary-regulating office — and local police, if appropriate.

Notary Certificates

Notaries must complete a Notary certificate for each document notarized. By signing and sealing the certificate, the Notary officially certifies the pertinent facts about the notarization — for example, in the case of an acknowledgment, that the signer appeared before the Notary, that the Notary positively identified the signer and that the signer "acknowledged" that he or she freely signed the document.

Notaries must never execute a certificate with any false information — for example, including an inaccurate date of notarization, indicating the signer appeared before the Notary at the time of

notarization when he or she did not, representing the signer was positively identified when he or she was not or using another Notary's name and seal.

Certificates generally are preprinted at the end of the document itself. However, when certificate wording is not printed on the document or the wording does not comply with state requirements, the Notary must securely attach (staple) to the document a preprinted certificate form with the correct wording for the notarial act in order to complete the notarization.

Certificate wording requirements vary from state to state. Some state statutes stipulate specific certificate wording for certain notarial acts; others provide statutory forms and require Notaries to use wording that is substantially similar to the statutory form. Some state statutes provide statutory forms but nonetheless allow for a range of certificate wording; others prescribe no wording at all and allow Notaries to use any form that adequately describes the statutory requirements for the notarial act in question.

Following are examples of Notary certificates for common notarial acts, although Notaries should consult the National Notary Association's respective state *Notary Primer* or *U.S Notary Reference* or their state's Notary handbook or website for statutory certificate wording.

Acknowledgment

State of _____)
) SS.
County of _____)

On this _____ day of _____ (month), _____ (year), before me, _____ (name of Notary), the undersigned Notary Public, personally appeared _____ (name[s] of signer[s]), personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged that he/she/they freely executed it.

Witness my hand and official seal.

_____ (signature and seal of Notary)

Jurat or Verification on Oath or Affirmation

State of _____)
) SS.
County of _____)

Subscribed and sworn to (or affirmed) before me this _____ day of _____ (month), _____ (year), by _____ (name of signer).

_____ (signature and seal of Notary)



Signature Witnessing

State of _____)
) SS.
 County of _____)

Signed or attested before me on _____ (date) by _____ (name[s] of person[s]).
 _____ (signature and seal of Notary)

Copy Certification

State of _____)
) SS.
 County of _____)

On this _____ day of _____ (month), _____ (year), I certify that the attached or preceding document of _____ (number of pages) pages is a true, exact, complete and unaltered photocopy of _____ (name or description of original document), presented to me by _____ (name of original document’s custodian) and that, to the best of my knowledge, the original document is neither a public record nor a publicly recordable instrument.
 _____ (signature and seal of Notary)

Proof of Execution by Subscribing Witness

State of _____)
) SS.
 County of _____)

Before me, _____ (name of Notary), on this day personally appeared _____ (name of subscribing witness), personally known to me (or proved to me on the oath of _____ [name of credible witness identifying subscribing witness]) to be the person whose name is subscribed as a witness to the foregoing instrument, and who, after being duly sworn (or affirmed) by me, stated on oath (affirmation) that he/she saw the (name of principal signer), the person who executed the foregoing instrument, subscribe the same (or acknowledge in his/her presence having executed the same) for the purposes and considerations therein expressed, and that he/she had signed the same as a witness at the request of the person who executed the same.

Given under my hand and seal of office this _____ day of _____ (month), _____ (year).
 _____ (signature and seal of Notary)

Notary Fees

When authenticating signatures on documents necessary to conduct <EMPLOYER> business, Notary-employees should charge no fee. When providing Notary services to <EMPLOYER> customers, Notary-employees may collect the following statutory maximum fees on behalf of <EMPLOYER>:

STATE	FEES
Alabama	\$5 per notarial act
Alaska	No statutory fee schedule; Limited Governmental Notaries and postmasters may not charge



STATE	FEES
Arizona	Paper acknowledgment or jurat \$10 per signature; oath or affirmation without signature \$10 per person; copy certification \$10 per page; electronic notarization \$25 per notarial act; travel fee allowed; no fee for notarizing a claim for a federal pension or other benefit or for administering an oath or affirmation required by military service
Arkansas	Can set own reasonable fees; travel fees are allowed
California	\$15 per notarized signature; oath or affirmation without signature \$15 per person; deposition \$30 plus \$7 for oath and \$7 for certificate; copy certification of a power of attorney \$15; travel fee allowed; no fee for notarizing signatures on voting materials, documents relating to a claim for veteran's benefits, or a nomination document or circulator's affidavit; no fee for Notaries appointed to serve on military bases for notarizations performed on the base
Colorado	\$5 per paper notarial act; \$10 per electronic notarial act
Connecticut	\$5 per notarial act; travel fee allowed
Delaware	\$5 per paper notarial act; \$25 per electronic notarial act; no fee for notarizing documents required by the Veterans Administration or documents relating to a claim for veteran's benefits; no fee for Notaries appointed to serve veterans' groups
District of Columbia	Acknowledgment or proof \$5 per signature; oath or affirmation without signature \$5; affidavit \$5; all other notarial acts \$5; no fee for government employee-Notaries for notarizations performed in the workplace
Florida	\$10 per notarial act; VIN verification \$20; marriage \$30; no fee for notarizing an absentee ballot; no fee for law enforcement officers, correctional officers, traffic-accident investigation officers, and traffic-infraction enforcement officers
Georgia	\$2 per notarial act; travel fee allowed
Hawaii	Acknowledgment \$5 per signer for original and 1 duplicate, \$2.50 for each subsequent duplicate; jurat \$5 for original and 4 duplicates, \$2.50 for each subsequent duplicate; any other certificate \$5; no fee for administering a loyalty oath to a government employee or official; no fee for government employee-Notaries for notarizations performed on government matters
Idaho	\$5 per notarial act; travel fee allowed
Illinois	\$1 per notarial act
Indiana	\$10 per notarial act; no fee for Notaries who are public officials or acting for or serving under a public official for notarizations performed in the workplace
Iowa	No statutory fee schedule; "reasonable fee" for services suggested
Kansas	No statutory fee schedule; "reasonable fee" for services suggested
Kentucky	No statutory fee schedule; no fee for notarizing documents relating to a claim for veteran's benefits
Louisiana	No statutory fee schedule
Maine	No statutory fee schedule, except protest \$1.50; otherwise, "reasonable fee" for services suggested
Maryland	\$4 per "original notarial act"; notarization of more than 1 copy of the same document, where the copy or copies have been signed at the same time by the same person(s), signatures on the original and first copy of the original \$2 per signature, signatures on each subsequent copy of the original \$1 per signature; copy certificate of a journal entry \$2 per entry; reproduction of notarized document or journal entry \$1 per copy; travel fee allowed (Notaries may charge prevailing IRS mileage rate or a flat-fee of \$5)
Massachusetts	No statutory fee schedule; "reasonable fee" for services suggested
Michigan	\$10 per notarial act; travel fee allowed
Minnesota	Acknowledgment \$5; oath or affirmation \$5; affidavit or other paper not otherwise specified \$5 per folio, \$1 per folio for copies; protest with copy \$5, notice of nonpayment or nonacceptance with copy \$5
Mississippi	Acknowledgment, jurat or signature witnessing \$5 per signature; oath or affirmation without signature \$5; \$2 minimum per notarial act; travel fee allowed



STATE	FEES
Missouri	Acknowledgment or jurat \$2 per signature; oath or affirmation without signature \$1; copy certification \$2 per page; copy certification of journal entry requested by court order \$1 per page; any other act \$1; travel fee allowed; no fee for notarizing an absentee ballot or voter registration form
Montana	\$10 per notarial act; travel fee allowed
Nebraska	Acknowledgment \$5; oath or affirmation \$2; affidavit with seal \$2; certificate and seal \$5; protest \$1, record of same \$2, notice of protest \$2; travel fee allowed; no fee for state employee-Notaries if their employer paid for their Notary commission and bond
Nevada	Acknowledgment \$5 first signature, \$2.50 per additional signature; jurat \$5 per signature; oath or affirmation without signature \$2.50; copy certification \$2.50; marriage \$75; travel fee allowed
New Hampshire	\$10 per notarial act; no fee for administering an oath of office to a town officer; depositions \$5-\$50
New Jersey	\$2.50 per notarial act; notarial acts related to transferring real property \$15 per transaction; notarial acts related to financing real property \$25 per transaction; no fee for swearing in a witness in conjunction with a notarization
New Mexico	Acknowledgment or jurat \$5 per paper act, \$10 per electronic act; oath or affirmation without signature \$5; copy certification 50¢ per page with \$5 minimum; travel fee allowed
New York	Acknowledgment or proof \$2 per person, \$2 for each sworn witness; oath or affirmation without signature \$2 per person; jurat \$2 per person; protest 75¢, notice of protest 10¢ (not exceeding 5 notices); no fee for administering an oath of office to a public officer, public employee or military officer
North Carolina	\$5 per paper notarial act; \$10 per electronic notarial act
North Dakota	\$5 per notarial act; travel fee allowed
Ohio	As of September 19, 2019, acknowledgment \$5; oath or affirmation without signature \$5; jurat on affidavit \$5;; travel fee is allowed; no fee for Notaries appointed to notarize documents submitted to the Veterans Administration
Oklahoma	\$5 per notarial act; no fee for notarizing an absentee ballot
Oregon	\$10 per notarial act; travel fee allowed; no fee for Notaries who have filed a fee waiver with the Secretary of State
Pennsylvania	Acknowledgment \$5 first signature, \$2 per additional signature; oath or affirmation \$5 per person; jurat on affidavit \$5 for any number of signers; verification \$5; copy certification \$5; deposition or protest \$3 per page; Signature Witnessing \$5
Rhode Island	Acknowledgment \$1; jurat on affidavit 25¢; marine protest \$1, drawing, extending and recording marine protest \$1.50; recording protest for non-acceptance or nonpayment, if value is less than \$500, 50¢; noting acceptance or nonpayment 25¢; notice of protest 25¢; travel fee allowed
South Carolina	Acknowledgment, jurat or signature witnessing \$5 per signature; verification or proof \$5 per certificate; oath or affirmation without signature \$5 per person; travel fee allowed
South Dakota	\$10 per notarial act; no fee for notarizing an absentee ballot or administering an oath to an officer in connection with some official duty that is essential to the administration of his or her office
Tennessee	No statutory fee schedule; "reasonable fee" for services suggested
Texas	Acknowledgment or proof \$6 first signature, \$1 per additional signature; oath or affirmation with or without certificate \$6; copy certification \$6; deposition \$6 for oath and certificate, 50¢ per 100 words; protest \$4, certificate of protest \$4, notice of protest \$1; Safe Deposit Box opening \$6
Utah	Acknowledgment, proof or jurat \$5 per signature; oath or affirmation without signature \$5; copy certification \$5 per page; travel fee allowed
Vermont	Certificate and seal 50¢; protest under seal and notices \$2; no fee for ex officio Notaries



STATE	FEES
Virginia	\$5 per paper notarial act; \$25 per electronic notarial act; travel fee allowed; no fee for Notaries appointed to serve as a member of an electoral board or a general registrar during their term of appointment; no fee for Notaries appointed as an assistant registrar or officer of election for services relating to the administration of elections or the election laws
Washington	Acknowledgment, verification on oath or affirmation or signature witnessing \$10 per signature; oath or affirmation \$10 per person; copy certification \$10 per copy; protest \$10; travel fee allowed
West Virginia	Acknowledgment, verification on oath or affirmation or signature witnessing \$5 per signature; copy certification \$5 per page retained in the Notary's files; any other notarial act \$5; government Notaries must give fees for workplace notarizations to employer
Wisconsin	Acknowledgment and other services authorized by law \$5; affidavit or other paper not otherwise specified \$5 per folio, 12¢ per folio for copies; protest required by law with copy \$5, other protest with copy \$5, notice of nonpayment \$5; no fee for administering any official oath or any oath related to voting or voter registration
Wyoming	Acknowledgment, jurat or signature witnessing \$5 per signature; oath or affirmation without signature \$5 per person; verification on oath or affirmation \$5 per certificate; copy certification \$5 per page; protest \$5; travel fee allowed

At their discretion, <EMPLOYER> Notary-employees may provide Notary services on their own personal time and collect fees for these services.

Posting of Fees

The following states require Notaries to notify signers of fees:

STATE	FEE NOTIFICATION REQUIREMENT
Alaska	Before notarizing or charging a fee, Notary must provide customer with a schedule of fees.
Arizona	Notary must conspicuously display a schedule of the maximum statutory fees allowed; fee schedule must be in required format designated by Secretary of State
California	Only required to post fees when advertising in a foreign language, in which case the fees set by statute must be posted both in English and in the foreign language
Georgia	Before notarizing, Notary must verbally inform customer of fees. If nonattorney Notary advertises services in English or any non-English language, then Notary must conspicuously display a schedule of the maximum statutory fees allowed, in both English and any non-English language used in advertising.
Illinois	If nonattorney Notary who is not an accredited immigration representative advertises services in any non-English language, then Notary must conspicuously display a schedule of fees, in both English and any non-English language used in advertising.
Indiana	If a fee is charged, the Notary must display, in advance, a list of all the fees that the Notary will charge.
Michigan	Before notarizing, Notary must either conspicuously display a schedule of fees or verbally inform customer of fees.
Mississippi	If Notary charges for services, then Notary must either conspicuously display or provide customer with an English-language schedule of fees.
Nevada	If Notary charges for services, then Notary must conspicuously display a schedule of fees in minimum ½-inch type.
North Carolina	If Notary charges for services, then Notary must either conspicuously display or provide customer with an English-language schedule of fees in minimum 10-point type. If nonattorney Notary advertises services in any non-English language, then Notary must conspicuously display a schedule of the maximum statutory fees allowed, in both English and any non-English language used in advertising.



STATE	FEE NOTIFICATION REQUIREMENT
Oregon	Before notarizing, if Notary charges for services, then Notary must either conspicuously display or provide customer with an English-language schedule of the maximum statutory fees allowed.
Pennsylvania	Notary must either conspicuously display or provide customer, upon request, with a schedule of fees.
South Carolina	If Notary charges for services, then Notary must either conspicuously display or provide customer with an English-language schedule of fees. If nonattorney Notary advertises services in any non-English language, then Notary must conspicuously display a schedule of the maximum statutory fees allowed, in both English and any non-English language used in advertising.
Texas	Notary must conspicuously display a schedule of the maximum statutory fees allowed.
Utah	Notary must conspicuously display an English-language schedule of fees.