



5 Essential Steps of Notarization

Session: 126

NATIONAL NOTARY ASSOCIATION



Objectives

- Practice essential steps of notarization
- Correctly complete journal entries
- Interpret and complete certificates
- Improve skills
- Feel prepared to serve public



Notary/Signer Relationship

The Notary:

- Screens for willingness and awareness
- Authenticates signer's identity
- Verifies signer's signature
- Compels signer to truthfulness



5 Essential Steps

1. Require personal appearance
2. Check document and certificate
3. Identify and screen signer
4. Complete journal entry
5. Fill in, sign, seal the certificate



Acknowledgment

The signer:

- Appears in front of Notary
- Identified by Notary
- "Acknowledges" having signed document



Jurat or Verification on Oath

The signer:

- Appears in front of Notary
- Identified by Notary
- Signs document in front of Notary
- Swears to truthfulness of document



Professional Practices

- Use reasonable care
- Avoid unauthorized practice of law:
 - *DO NOT choose notarization
 - *DO NOT give advice
 - *DO NOT fill in document blanks
- Refer signers as appropriate



Scenario Directions

1. Look over document and certificate
2. Check identification of signer(s)
3. Perform acknowledgment or jurat
4. Complete journal entry (charge \$X.00)
5. Complete certificate



Scenarios

Scenarios take place at your office:

9 Notary Street
Notarycity, Notarystate, 12345
Notarycounty



Scenario 1

- Sarah Signer appears at your office with a Power of Attorney dated May 25, 2016, and asks you to notarize her signature on it.
- The document is complete except for Sarah's signature.
- It has Notary wording acceptable in your state.
- Sarah clearly is signing the document willingly and is aware of what's going on.
- Sarah presents her driver's license as ID.
- The address on the ID is current.



Scenario 1



| Month/Day/Year/Time of Notarization | Kind or Type of Notarization/Certificate | Address Where Notarization Performed | Document Kind or Type/Date | Name and Address of Signer |
|---|--|--|---|--|
| Today's date and time | Acknowledgment | My Office, 1 Notary Street, NotaryCity, NS 12345 | Power of Attorney - special Witness Date: May 25, 2016 | Sarah Signer 401 Signer Street Signerville, AZ 88888 |
| Identification of Signer | Additional Information | Notary Fee | Signature of Signer | Right Thumbprint of Signer |
| AZ DL; AZ DMV Exp. 10/01/2019 *000063370 | Signer is willing & aware | \$1.00 | Sarah Signer | |



Scenario 1

State of Notary State

County of Notary County

On this (date) day of June 2016, before me (your printed name), Notary Public, personally appeared Sarah Signer, whose identity ~~was~~ was proven to me on the basis of satisfactory evidence to be the person ~~who he/she/they claim(s) to be,~~ and acknowledged that ~~he/she/they~~ signed the above ~~attached~~ document.

Your Official Signature

Notary Signature

Notary Seal

(Seal)



Scenario 2

- Simon Signer arrives at your office with an insurance affidavit for items that were stolen from his house.
- The document is complete, except for Simon's signature, is dated today, and has certificate wording that is acceptable in your state.
- Simon clearly is signing willingly and is aware of what's going on.
- Simon presents his driver's license as ID.
- The address on the ID is current.



Scenario 2



| Month/Day/Year/Time of Notarization | Kind or Type of Notarization/Certificate | Address Where Notarization Performed | Document Kind or Type/Date | Name and Address of Signer |
|---|--|---|--|---|
| Today's date and time | Verification by Oath or Affirmation | My Office, 9 Notary Street, Notary City, MS 12345 | Florida Insurance Affidavit signed on: Today's date | Simon B. Signer 456 Signer Street Signerville, FL 33333 |
| Identification of Signer | Additional Information | Notary Fee | Signature of Signer | Right Thumbprint of Signer |
| FL DL ; FL DMV Exp. 3/24/18 *K523-503-85-606-0 | Signer is willing & aware | \$3.00 | SIMON SIGNER | |



Scenario 2

State of Notary State
 County of Notary County

Subscribed and sworn (or affirmed) on this (date) day of June, 2016,
 by Simon Signer, whose identity(ies) was/were proven to me.

Your Official Signature
Notary Seal

Notary Signature
(Seal)



Scenario 4

- Clint Sample asks you to notarize his letter of consent so his daughter can travel to Canada.
- Clint clearly is signing the document willingly and is aware of what's going on.
- For ID, Clint presents his driver's license that contains his current address.
- Clint says that he was told to sign the document in front of you and swear to it's truthfulness.



Scenario 4



| Month/Day/Year/Time of Notarization | Kind or Type of Notarization/Certificate | Address Where Notarization Performed | Document Kind or Type/Date | Name and Address of Signer |
|--|---|--|---|--|
| Today's date and time | Verbal | My Office, 9 Notary Street, NotaryCity, MS 12345 | Letter of consent to travel Expires on: Today's Date | Clint Sample 2120 Sun Valley Drive Anytown TX 12345-6789 |
| Identification of Signer | Additional Information | Notary Fee | Signature of Signer | Right Thumbprint of Signer |
| TX DL ; TX DMV Exp. 8/15/18 *12345678 | Signer is willing & aware Loose certificate attached | \$100 | CLINT SAMPLE | |



Scenario 4

State of Notary State
 County of Notary County

Subscribed and sworn to (or affirmed) on this (date) day
 of June, 2016, by Clint Sample
 whose identity ~~was~~ ~~was~~ proven to me.

Your Official Signature _____ Notary Signature
 _____ (Seal)



Scenario 5

- Tammie Ang requests notarization of a Grant Deed for a property owned by her & her sister.
- You notice the document is dated February 23, 2004.
- It's complete except for two blank signature lines: one for Tammie & one for her sister, Ruby K. Ang, who is not here.
- The certificate is acceptable in your state, but you notice that the certificate says, "personally appeared Ruby K. Ang & Tammie Ang."
- Tammie presents her driver's license & clearly is signing willingly and is aware of what's going on.



Scenario 5



| Month/Day/Year/Time of Notarization | Kind or Type of Notarization/Certificate | Address Where Notarization Performed | Document Kind or Type/Date | Name and Address of Signer |
|---|--|--|--|--|
| Today's date and time | Acknowledgment | My office, 9 Notary Street, NotaryCity, NB 12345 | Grant Deed Document Date: February 23, 2004 | Tammie Ang 123 North Street Apt. 2 Topeka, KS 66642-1234 |
| Identification of Signer | Additional Information | Notary Fee | Signature of Signer | Right Thumbprint of Signer |
| <small>If a signer is not personally known to the notary, the notary must obtain satisfactory evidence of each signer's identity.</small> KS DL : KS DMV Exp 1/15/16 *K2-34-51-78 | Signer is willing & aware | \$5.00 | TAMMIE ANG | |



Scenario 5

State of Notary State
 County of Notary County

On (today's date) before me, (your printed name) Notary Public, personally appeared Tammie Ang and ~~Ruby K. Ang~~, 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~~ executed the same in his/her/their authorized capacity(ies), and that by ~~his/her/their~~ signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed this instrument.

WITNESS my hand and official seal.

Your Official Signature

Notary Signature

Notary Seal

(Seal)

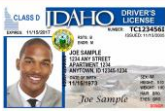


Scenario 6

- Joe Sample brings a Durable Power of Attorney to you for notarization.
- Everything is in order.
- The document is dated a couple of days ago, it has certificate wording that's acceptable in your state, Joe's signature is original, he's willing and aware, his driver's license is correct.
- You then notice the venue on the certificate says, "Idaho." That's where Joe had the POA drawn up, but you are NOT an Idaho Notary!



Scenario 6



| Month/Day/Year/Time of Notarization | Kind or Type of Notarization/Certificate | Address Where Notarization Performed | Document Kind or Type/Date | Name and Address of Signer | |
|--|--|---|--|--|--------------------------------|
| Today's date and time | Acknowledgment | My Office, 9 Notary Street, Notarycity, NS 12345 | Durable Power of Attorney for healthcare May 30, 2015 | Joe Sample 1234 Any Street Apt 1234 Anytown, ID 12345-1234 | |
| <small>If previously chosen by the Notary, the Notary's Commission Number and expiration date should be entered here.</small> ID DL # ID DMV Exp 11/5/11 TC234567 | | Additional Information Signer is willing & aware | Notary Fee \$4.00 | Signature of Signer <i>Joe Sample</i> | Right Thumbprint of Signer |



Scenario 6

State of ~~Idaho~~ Notary State (Your state)
 County of Notary County

On this the (date) day of June 2015, the principal, Joe Sample, personally appeared before the undersigned officer and acknowledged to me that he ~~has~~ executed the foregoing document in my presence for the purposes therein contained.

Your Official Signature **Notary Seal**
 Notary Signature (Seal)



Wrap Up

- Follow 5 essential steps of notarization
- Properly identify signers
- Use reasonable care
- Avoid unauthorized practice of law
- Call the **NNA** Hotline for help



Thank You!

- Questions?
- Presenter contact info:
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