

5 Essential Steps of Notarization

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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, 9 Notary Street, Notarycity, NS 12345	Power of Attorney - Special Document Date: May 25, 2016	Sarah Signer 456 Signer Streeet Signerville, AZ 88888	
Identification of Signer		Additional Information	Notary Fee	Signature of Signer	Right Thumbprint of Signer
<input type="checkbox"/> Personally Known by the Notary <input checked="" type="checkbox"/> ID Cards — Describe each card below <input type="checkbox"/> Credible Witness(es) — Include signature of each witness		Signer is willing & aware	\$X.00	x Sarah Signer	Top of thumb here
AZ DL; AZ DMV					
exp. 10/07/39; #D00363370					



Scenario 1

State of Notary State

County of Notary County

On this (date) day of June, 2017, before me (your printed name), Notary Public, personally appeared Sarah Signer, whose identity~~(ies)~~ was/~~were~~ proven to me on the basis of satisfactory evidence to be the person~~(s)~~ who ~~he~~/she/~~they~~ claim(s) to be, and acknowledged that ~~he~~/she/~~they~~ signed the above/~~attached~~ document.

Your Official Signature

Notary Signature

(Seal)

Notary
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	Jurat/Verifica-	My Office,	Florida Insurance	Simon B. Signer
and time	tion by Oath or	9 Notary Street,	Affidavit	456 Signer Street
	Affirmation	Notarycity, NS 12345	Document Date: Today's date	Signerville, FL 33333

Identification of Signer	Additional Information	Notary Fee	Signature of Signer	Right Thumbprint of Signer
<input checked="" type="checkbox"/> Personally Known by the Notary <input checked="" type="checkbox"/> ID Cards — Describe each card below <input type="checkbox"/> Credible Witness(es) — Include signature of each witness	Signer is willing & aware	\$X.00	x SIMON SIGNER	Top of thumb here
FL DL ; FL DMV Exp. 3/26/18				
#K523-503-85-606-0				

Scenario 2

State of Notary State

County of Notary County

Subscribed and sworn (or affirmed) on this (date) day of June, 2017,
by Simon Signer, whose identity(ies) was/were proven to me.

Your Official Signature

Notary Signature

**Notary
Seal**



(Seal)

Scenario 3

- Claudia Pastorelli and Fred Fiance have a Prenuptial Agreement that they have both signed.
- The document is dated May 16, 2015, and has preprinted certificate wording that is acceptable in your state.
- Both have acceptable ID documents.
- Claudia's address is:

**22 Elm Street
Anytown, Anystate 44444**



Identification of Signer	Additional Information	Notary Fee	Signature of Signer	Right Thumbprint of Signer	
<input type="checkbox"/> Personally Known by the Notary <input checked="" type="checkbox"/> ID Cards — Describe each card below <input type="checkbox"/> Credible Witness(es) — Include signature of each witness	Signer asked about	\$X.00	x FRED FIANCE	Top of thumb here 	1
AZ DL; AZ DMV;	willingness/awareness				
Exp 5/01/32; #D00363370					
<input type="checkbox"/> Personally Known by the Notary <input checked="" type="checkbox"/> ID Cards — Describe each card below <input type="checkbox"/> Credible Witness(es) — Include signature of each witness	Signer asked about	\$X.00	x CLAUDIA L. PASTORELLI	Top of thumb here 	2
US Passport DOS	willingness/awareness				
Exp 11/16/20; #3333333	ID name: Claudia Louise				

Scenario 3

State of Notary State

County of Notary County

This document was acknowledged before me on this (date) of (June), 2017, by
Claudia L. Pastorelli and Fred Fiance (name[s] of principal[s]).

Your Official Signature

Notary Signature

**Notary
Seal**

(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 its 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	Jurat	My Office,	Letter of consent to	Clint Sample
and time		9 Notary Street,	Travel	2120 Sun Valley Drive
		Notarycity, NS 12345	Document Date: Today's Date	Anytown TX 12345-8413

Identification of Signer	Additional Information	Notary Fee	Signature of Signer	Right Thumbprint of Signer
<input type="checkbox"/> Personally Known by the Notary <input checked="" type="checkbox"/> ID Cards — Describe each card below <input type="checkbox"/> Credible Witness(es) — Include signature of each witness	Signer is willing & aware	\$X.00	x CLINT SAMPLE	Top of thumb here
TX DL ; TX DMV	Loose certificate attached			
Exp. 8/15/18 #12345678				

Scenario 4

State of Notary State

County of Notary County

Subscribed and sworn to (or affirmed) on this (date) day
of June, 2017, by Clint Sample
whose identity(~~ies~~) was/~~were~~ proven to me.

Your Official Signature

Notary Signature

**Notary
Seal**

(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, NS 12345	Grant Deed	Tammie Ang 123 North Street Apt. 2 Topeka, KS 66612-1234
			Document Date: February 23, 2004	

Identification of Signer	Additional Information	Notary Fee	Signature of Signer	Right Thumbprint of Signer
<input type="checkbox"/> Personally Known by the Notary <input checked="" type="checkbox"/> ID Cards — Describe each card below <input type="checkbox"/> Credible Witness(es) — Include signature of each witness	Signer is willing & aware	\$X.00	<div>TAMMIE ANG</div> <div>X</div>	<div>Top of thumb here</div>
KS DL ; KS DMV				
Exp. 11/15/16 #K12-34-5678				



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

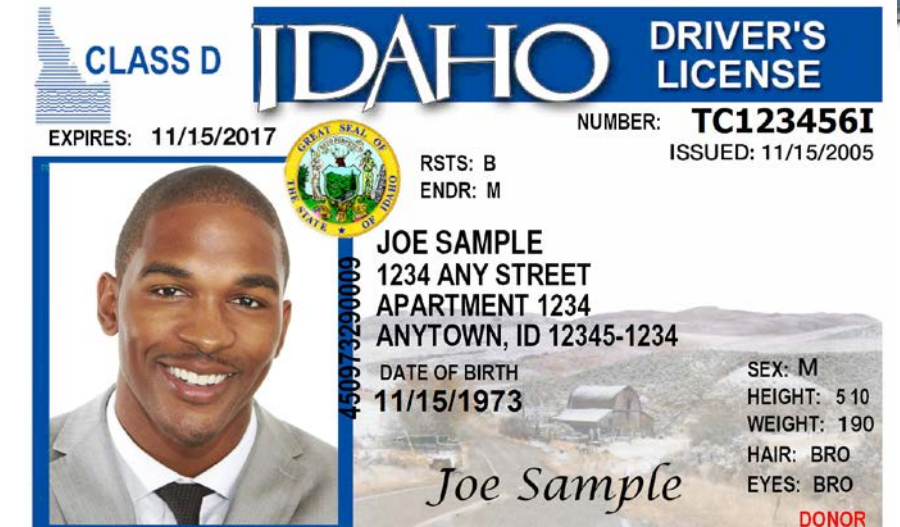
Notary Seal

(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	Acknowledgment	My Office,	Durable Power of Attorney	Joe Sample	
and time		9 Notary Street,	for Healthcare	1234 Any Street Apt. 1234	
		Notarycity, NS 12345	Document Date: May 30, 2015	Anytown, ID 12345-1234	

Identification of Signer	Additional Information	Notary Fee	Signature of Signer	Right Thumbprint of Signer
<input type="checkbox"/> Personally Known by the Notary <input checked="" type="checkbox"/> ID Cards — Describe each card below <input type="checkbox"/> Credible Witness(es) — Include signature of each witness	Signer is willing & aware	\$X.00	x <u>Joe Sample</u>	Top of thumb here
ID DL ; ID DMV				
Exp. 11/15/17 TC123456I				

Scenario 6

State of ~~Idaho~~ *Notary State* *(Your initials)*

County of *Notary County*

On this the *(date)* day of *June*, 20*17*, the principal, *Joe Sample* ,
personally appeared before the undersigned officer and acknowledged to me that he/~~she~~/they executed the foregoing document in my
presence for the purposes therein contained.

Your Official Signature

Notary Signature

**Notary
Seal**

(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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NATIONAL NOTARY ASSOCIATION