The Complete How-To Guide for Notaries

Amity DeJong, Seminar Instructor Team Lead
Objectives

- Understand Notary’s role
- Hands-on experience
- Properly fill out journal entries
- Interpret and complete certificates
- Improve skills
- Feel prepared to serve the public
What is a Notary?
A Notary is:

• Commissioned by the State
• A Public Official
• An Impartial Witness
• A Ministerial Official
• A Deterrent to Fraud
Commissioned by the State

- Commissioned by S.O.S., governor, attorney general, etc.
- Every state has different requirements.
- Obey your jurisdiction rules (no matter where document originates).
- Primary allegiance is to laws of respective states.
Requirements for Journals by State

Key:
- Notary record book **not** required.
- Notary Journal required.
- Not required for standard notarial acts, but require for other acts.
- Not required for paper notarial acts, required for electronic.
Requirements for Seals by State

KEY:
- Ink Stamp required.
- Embossing Seal required.
- Ink Stamp or Embosser required.
- Ink Stamp not required - only recommended.
A notarization is the process of performing an official act as a Notary.
A notarization DOES NOT:

• Guarantee the accuracy or truth of a document.
• Legalize or validate a document.
Professional Practices

Protect yourself and your signers

• Use reasonable care
• Avoid the unauthorized practice of law:
  – DO NOT choose the notarization
  – DO NOT give advice
  – DO NOT fill in document blanks
• Refer signers as appropriate
Notary/Signer Relationship

The Notary:

- Screens for willingness and awareness
- Authenticates the signer’s identity
- Verifies the signer’s signature
- Compels signer to truthfulness
The two most common notarial acts
Acknowledgment

The signer:

• Appears in front of the Notary
• Is identified by the Notary
• “Acknowledges” having signed the document
State of Nevada
County of  

On this the ___ day of ______20, the principal, ___________, 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.

_______________________________
Notary Signature
Jurat or Verification on Oath

The signer:

• Appears in front of the Notary
• Is identified by the Notary
• Signs the document in front of the Notary
• Swears to the truthfulness of the document
State of
County of

Subscribed and sworn (or affirmed) on this ____ day of __201__,
by ________________, whose identity(ies) was/were proven to me.

_______________________________
Notary Signature
Essential Steps of Notarization

1. Require personal appearance
2. Check document and certificate
3. Identify and screen the signer
4. Perform steps required by certificate
5. Complete journal entry
6. Fill in, sign, seal the certificate
Step 1: Personal Appearance

• Face-to-face meeting required
• 65% of misconduct due to lack of personal appearance
• Phone and video are unacceptable
Step 2: Check the Document and Certificate

- Is the document complete?
- Is the signature original?
- Is there a certificate?
- Which certificate?
- Is certificate acceptable in your state?
Step 2: Check the Document and Certificate

A Complete Document:

• Has no missing information
• Has no missing pages

The signer is responsible for filling in any gaps.
Step 2: Check the Document and Certificate

An Original Signature:

- Is created by a pen
- Is NOT electronic
- Is not created using a machine (printer, fax, stamp, etc.)
Step 2: Check the Document and Certificate

Read the Certificate Facts:

- Acknowledgment (verify signature)
- Jurat (witness signature and give oath)
- Acceptable wording for your state?
- No Notary certificate wording? Then
  
  **ASK THE SIGNER TO CHOOSE**
Acknowledgment Certificate

State of Nevada
County of

On this the ___ day of _______20, the principal, __________________, 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.

_______________________________
Notary Signature
Jurat Certificate

State of
County of

Subscribed and sworn (or affirmed) on this ____ day of ___201___,
by ________________, whose identity(ies) was/were proven to me.

____________________________________
Notary Signature
Step 3: Identify and Screen the Signer

- Satisfactory evidence of signer’s identity
- Is the signer willing to sign?
- Is the signer aware?
Step 3: Identify and Screen the Signer

Forms of Identification:

- Personal Knowledge
- State-approved Photo ID
- 1 Credible Identifying Witness (known to the Notary)
- 2 Credible Identifying Witnesses
Step 3: Identify and Screen the Signer

Examples of State-Approved ID’s:

• Driver’s License
• Non-Driver’s ID
• Passport
• Military ID
Step 4: Perform Steps Stated in Certificate

Read the Statement of Particulars:

• Acknowledgment?
  – Have signer “acknowledge” his/her signature.

• Jurat? (“Subscribed and sworn”)
  – Have signer sign document in front of you
  – Administer an oath
Step 5: Complete the Journal Entry

The Journal:

- Is record of official acts performed
- Separate and complete entry for every notarial act
- Filled in while signer is present
- Protects the signer(s)
- Protects the Notary
- Recommended even if not required by your state
Step 5: Complete the Journal Entry

Recommended for Each Entry:

- Date/Time of Notarization
- Type (Act)
- Document Title
- Identification Method
- Signature of Signer
- Location
- Fee Charged
- Name/Address of Signer
- Thumbprint
- Additional Comments
Step 5: Complete the Journal Entry

<table>
<thead>
<tr>
<th>Month/Day/Year/Time of Notarization</th>
<th>Kind or Type of Notarization/Certificate</th>
<th>Address Where Notarization Performed</th>
<th>Document Kind or Type/Date</th>
<th>Name and Address of Signer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Today’s date</td>
<td>Jurat/Verification by oath or Affirmation</td>
<td>My Office, 9 Notary Street, Notary City, NS 12345</td>
<td>Florida Insurance Affidavit</td>
<td>Simon B. Signer 456 Signer Street Signerville, FL 33333</td>
</tr>
</tbody>
</table>

**Identification of Signer**
- FL DL; FL DMV Exp. 3/26/18
- #K523-503-85-606-0

**Signature of Signer**
- Simon Signer

**Right Thumbprint of Signer**
- [Thumbprint Image]

**Notary Fee**
- $1.00
Step 6: Fill In, Sign, Seal the Certificate

- Follow all steps in certificate? (signature, oath?)
- Location of Notarization
- Date of Notarization
- Name of Signer(s)
- Notary’s Name (sometimes)
- Notary’s Signature
- Notary’s Seal Impression
Step 6: Fill In, Sign, Seal the Certificate

State of *Notary State*
County of *Notary County*

Subscribed and sworn (or affirmed) on this *(date)* day of *June*, 2018, by
*Simon Signer*, whose identity(ies) was/were proven to me.

__Your Official Signature__

![Notary Seal]

Notary Signature
Practicing the Essential Steps of Notarization

1. Require personal appearance
2. Check document and certificate
3. Identify and screen the signer
4. Perform steps required by certificate
5. Complete journal entry
6. Fill in, sign, seal the certificate
Scenario Directions

• Require personal appearance (role play with partner)
• Look over document and certificate
• Check identification of signer(s)
• Perform acknowledgment or jurat
• Complete journal entry (charge $X.00)
• Complete certificate
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, 2018, 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.
• Check the document:
  – Is it complete?
  – Is the signature original?

• Check the certificate:
  – Acknowledgment?
  – Yes. Verify signature.
<table>
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<th>Address Where Notarization Performed</th>
<th>Document Kind or Type/Date</th>
<th>Name and Address of Signer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Today's date &amp; time</td>
<td>Acknowledgment</td>
<td>Notary City, NS</td>
<td>Power of Attorney Special</td>
<td>456 Signer Street</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12345</td>
<td></td>
<td>Signerville, AZ 88888</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Document Date: May 25, 2018</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Identification of Signer</th>
<th>Additional Information</th>
<th>Notary Fee</th>
<th>Signature of Signer</th>
<th>Right Thumbprint of Signer</th>
</tr>
</thead>
<tbody>
<tr>
<td>AZ DL #D00363370</td>
<td>Signer is willing and aware</td>
<td>$X.00</td>
<td>Sarah Signer</td>
<td></td>
</tr>
<tr>
<td>Exp 10/7/2039</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ARIZONA Driver License

SARAH SIGNER
456 SIGNER STREET
SIGNERVILLE, AZ 88888

Class D  Sex  F
Eyes  - BRO  Height  5'4
Hair  - BR  Weight  120

Sarah Signer
State of Notary
County of Notary

On this 3rd day of June, 2018, before me (Your printed name) 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)
Scenario 2

• Jane Public arrives at your office with an insurance affidavit for items that were stolen from her home.
• The document is complete, except for Jane’s signature, is dated today, and has certificate wording acceptable in your state.
• Jane is clearly signing willingly and is aware of what’s going on.
• Jane has her driver’s license as ID.
• The address on the ID is current.
FLORIDA INSURANCE AFFIDAVIT

Under penalty of perjury, I, JANE PUBLIC, certify that I have an active policy with Full-Protection Insurance Company, Ltd., for the following loss claim no. 18867-PUB-2414-IC, involving the items and values listed below:

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>MARKET VALUE CLAIMED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sony flat screen 50&quot; television</td>
<td>$1,200</td>
</tr>
<tr>
<td>Bose stereo system</td>
<td>$600</td>
</tr>
<tr>
<td>Collection of 205 CDs</td>
<td>$1,750</td>
</tr>
<tr>
<td>iPad mini</td>
<td>$430</td>
</tr>
<tr>
<td>Jewelry</td>
<td>$3,500</td>
</tr>
</tbody>
</table>

(Use separate sheet if additional space is required)

This insurance company is licensed to issue insurance policies in Florida. I understand that my reimbursement will be denied if my policy is not paid current to the date of claim.

________________________________________  _______________________________________
Date                                                                 Signature of Insured: JANE PUBLIC

WARNING: GIVING FALSE INFORMATION IN ORDER TO RECEIVE REIMBURSEMENT IS A CRIMINAL OFFENSE UNDER FLORIDA LAW. ANYONE GIVING FALSE INFORMATION ON THIS AFFIDAVIT IS SUBJECT TO PERSECUTION.

State of ____________________________
County of ___________________________

________________________________________
Subscribed and sworn to (or affirmed) on this ______ day of ______, 20____, by _____________, whose identity(ies) was/were proven to me.

________________________________________
Notary Signature

(SEAL)
<table>
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<tr>
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<th>Address Where Notarization Performed</th>
<th>Document Kind or Type/Date</th>
<th>Name and Address of Signer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Today's date &amp; time</td>
<td>Jurat</td>
<td>9 Notary Street</td>
<td>Florida Insurance</td>
<td>Jane Q. Public</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Notary City, NS</td>
<td>Affidavit</td>
<td>1234 Main Street</td>
</tr>
</tbody>
</table>

**Identification of Signer**

- **IL DL SOS #p142-4558-7924**
  - Exp 11/14/2020
  - Signature of Signer: Jane Q. Public
  - Right Thumbprint of Signer

**Additional Information**

- Signer is willing and aware
- Notary Fee: $X.00
State of  Notary  
County of  Notary  

Subscribed and sworn to (or affirmed) on this 3rd day of June, 2018, by Jane Q. Public, whose identity(ies) was/were proven to me.

(Your Official Signature)  

Notary Signature  

Seal
Scenario 3

- Claudia Pastorelli and Fred Fiance have a Prenuptial Agreement they both need to sign.
- The document is dated May 16, 2018, 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
PRENUPTIAL AGREEMENT

THIS AGREEMENT MADE THIS 16th day of May, 2018

This Pre-Nuptial Agreement is made between CLAUDIA L. PASTORELLI (hereinafter called “Claudia”) and FRED FIANCE (hereinafter called “Fred”) who are contemplating marriage each to the other.

A. The parties intend for this Agreement to become effective upon their marriage pursuant to the laws of the State of California including any Uniform Premarital Agreement Act, or other applicable laws;
B. The parties wish to enter into this Agreement to provide for the status, ownership, and division of property between them, including future property owned or to be acquired by either or both of them;
C. The parties recognize the possibility of unhappy differences that may arise between them. Accordingly, the parties desire that the distribution of any property that either or both of them may own will be governed by the terms of this Agreement;
D. The parties have exchanged financial statements providing full and complete disclosure of substantially all of the assets and liabilities property owned or owing by each of them;
E. Each party agrees and affirms the following: THAT the parties did execute the Agreement voluntarily; THAT this Agreement was not unenforceable when it was executed; and THAT he or she did have an adequate knowledge of the property or financial obligations of the other party.

NOW THEREFORE in consideration of the upcoming marriage, and mutual promises and covenants contained in this Agreement, the parties agree as follows:

PROPERTY

1. Property owned prior to this agreement will be and remains the property of the owner and the other party will have no right to or interest in such present property.
2. Property being owned by both parties after execution of this agreement will be and remain the property of both parties.
3. In the event of the parties separating, or upon the death of a party, any jointly-acquired or jointly held property will be deemed to be owned equally by each party entitled to fifty percent (50%) of the net value of the property, regardless of the initial or ongoing proportion of each party’s investment.

FURTHER DOCUMENTATION - the parties agree to provide and execute such further documentation as may be reasonably required to give full force and effect to each term of this Agreement. This Agreement may only be terminated or amended by the parties in writing signed by both of them.

IN WITNESS WHEREOF the parties have hereto set their hands and seals.

______________________________  ________________________________
CLAUDIA L. PASTORELLI           FRED FIANCE

State of ________________

County of ________________

This document was acknowledged before me on this ____________ day of

__________________________, 20______, by
______________________________ (name[s] of
principal[s]).

______________________________
Notary Signature (Seal)
<table>
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</tr>
</thead>
<tbody>
<tr>
<td>Today's date &amp; time</td>
<td>Acknowledgment</td>
<td>9 Notary Street Notary City, NS</td>
<td>Prenuptial</td>
<td>Fred Fiance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12345</td>
<td>Document Date: May 16, 2018</td>
<td>777 Oak Street Anytown, Anystate 44444</td>
</tr>
<tr>
<td>Today's date &amp; time</td>
<td>Acknowledgment</td>
<td>9 Notary Street Notary City, NS</td>
<td>Prenuptial</td>
<td>Claudia Pastorelli</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12345</td>
<td>Document Date: May 16, 2018</td>
<td>22 Elm Street</td>
</tr>
</tbody>
</table>

**Identification of Signer**

<table>
<thead>
<tr>
<th>Additional Information</th>
<th>Notary Fee</th>
<th>Signature of Signer</th>
<th>Right Thumbprint of Signer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signer is willing and aware</td>
<td>$X.00</td>
<td>FRED FIANCE</td>
<td></td>
</tr>
<tr>
<td>AZ DL #D00363370</td>
<td>Exp 5/1/2032</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signer is willing and aware</td>
<td>$X.00</td>
<td>CLAUDIA L. PASTORELLI</td>
<td></td>
</tr>
<tr>
<td>USPP #E3333333</td>
<td>Exp 11/16/2020</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
State of Notary
County of Notary

This document was acknowledged before me on this 3rd day of June ______________, 2018, by

Claudia Pastorelli and Fred Fiance ________________________ (name[s] of principal[s]).

(Your Official Signature)

Notary Signature

(Seal)
Scenario 4

• Jelani Sample asks you to notarize his letter of consent so his daughter can travel to Canada.
• Jelani is clearly signing the document willingly and is aware of what’s going on.
• For ID, Jelani presents his driver’s license that contains his current address.
• Jelani says that he was told to sign the document in front of you and swear to its truthfulness.
LETTER OF CONSENT TO TRAVEL

Valid for 30 days after issuance and is good for only one single entry.

I ___________ Jelani Sample ___________ provide my consent for my child(ren) ___________ Susi Sample ___________ to
PARENT/GUARDIAN NAME OF MINOR

travel with ___________ Sandy Sample ___________ to ___________ Canada ___________ from
Name(s) of Adult Travel Companion(s) Country/Countries

June 6, 2018 to June 13, 2018
Date Date

(List specific travel information in the space below such as airline, flight number(s), cruise line and ship or tour operator.)

American Airlines, Flight 760 to Toronto, Ontario Canada.
Return Flight 1830

Signed:
SIGNATURE OF PARENT/GUARDIAN Date

Contact Information:
(XXX) 72X-X35X, mobile

Signature of Notary: ______________________________
Notary’s Printed Name: ______________________________
Notary Seal:

• Check the document:
  – Is it complete?
  – Signatures original?

• Where is certificate?
Today's date & time

9 Notary Street
Notary City, NS
12345

Letter of Consent to Travel

Jelani Sample

Document Date: June 3, 2018
12345-00000

Identification of Signer

Signer is willing and aware; attached separate certificate

$X.00

Jelani Sample

NV DL #123456789123
Exp 7/11/2022
Notary

State of __________________
County of __________________

Subscribed and sworn to (or affirmed) on this ______ day of
________________________, 20________ by ____________________________

whose identity(ies) was/were proven to me.

(Your Official Signature)

__________________________ (Seal)
Notary Signature

Notary Seal
Scenario 5

• Caron Sample requests notarization of a Grant Deed for a property owned by her and her sister.
• You noticed the document is dated February 23, 2016.
• It’s complete except for two blank signature lines: one for Caron and one for her sister, Sharon K. Sample, who is not here.
• The certificate is acceptable in your state, but you notice that the certificate says, “personally appeared Caron Sample and Sharon K. Sample.”
• Caron presents her driver’s license and clearly is signing willingly and is aware of what’s going on.
Recording Requested by:


When Recorded Mail Document and Tax Statement to:
Sample Family Trust
555 Cheshunt Way
Modesto, CA 95356

APN Number: 054-36-11

GRANT DEED

The undersigned declare(s)

Documentary transfer tax is $0.00 and is computed on:
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full value less value of liens or encumbrances at time of sale,</td>
</tr>
<tr>
<td>1</td>
<td>Unincorporated area of Stanislaus County, California</td>
</tr>
</tbody>
</table>

For no valuable consideration, receipt of which is hereby acknowledged, Caron Sample, a single woman with a separate estate hereby

GRANTS to the SAMPLE FAMILY TRUST, Caron Sample and Sharon K. Sample, Trustees

the following described real property in the City of Modesto, CA

County of Stanislaus State of California

Lot 18 in Block 13599 of Windsor Tract No. 1, in the City of Modesto, County of Stanislaus, State of California, according to the Official Map


Dated: February 23, 2016

X ____________________________ Date ____________________________

Caron Sample

X ____________________________ Date ____________________________

Sharon K. Sample

State of ____________________________

County of ____________________________

On ____________________________, before me, ____________________________, Notary Public, personally appeared Caron Sample and Sharon K. Sample, 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.

______________________________

Notary Signature (Seal)

MAIL TAX STATEMENTS AS DIRECTED ABOVE

• Check the document:
  – Is it complete?
  – Signatures original?

• Check the certificate:
  – Acknowledgment?
  – Verify signature.
<table>
<thead>
<tr>
<th>1</th>
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<th>Address Where Notarization Performed</th>
<th>Document Kind or Type/Date</th>
<th>Name and Address of Signer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Today's date &amp; time</td>
<td>Acknowledgment</td>
<td>Notary City, NS</td>
<td>123 North Street Apt. 2</td>
<td>Caron Sample</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>12345</td>
<td>Document Date: Feb 23, 2016</td>
<td>Topeka KS 66612-1234</td>
</tr>
</tbody>
</table>

**Identification of Signer**

- **Signature of Signer:** Caron Sample
- **Right Thumbprint of Signer:**

**Additional Information**

- **KS ID card #K12-34-5678**
- **Exp 1/11/2023**

- **Signer is willing and aware:**
- **Only Caron's signature notarized**: $X.00

**Notary Fee:** $X.00
State of __________________________
County of __________________________

On June 3, 2018, before me, ____________________________, Notary Public, personally appeared Caron Sample and Sharon K. Sample, 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

(Seal)
Scenario 6

- Parker Sample brings a Durable Power of Attorney to you for notarization.
- Everything is in order.
- The document is dated a few days ago, it has certificate wording that is acceptable in your state, he’s willing and aware and his driver’s license is correct.
- You then notice the venue on the certificate says, “Idaho.” That’s where Parker had the POA drafted, but you are NOT an Idaho Notary!
DURABLE POWER OF ATTORNEY FOR HEALTHCARE

On ______________, 2018, I, Parker Sample, being of sound mind, hereby appoint Brenda Marie Sample as my attorney-in-fact ("agent") to consent to, to reject, or to withdraw consent for medical procedures, treatment, or intervention. In the event the person I appoint above is unable, unwilling or unavailable to act as my health care agent, I appoint as my successor agent:

Jonathan Sample
Name of successor agent

My agent (successor agent) may make any health care decisions for me which I could make individually if I had decisional capacity (except for any limitations given below). All such decisions shall be made in accordance with accepted medical standards and the agent (successor agent) may not authorize the withholding or withdrawal of comfort care for me. My agent (successor agent) may authorize the withholding of life-sustaining treatment as set forth in my living will or advance directive (except for any limitations given therein) if I have executed one. In the event I am unable to communicate verbally or nonverbally, demonstrate no purposeful movement or motor ability, and am unable to interact purposefully with environmental stimulation and (1) I have an incurable and irreversible condition such that, in accordance with accepted medical standards, death is imminent if life-sustaining treatment is not administered, or

(2) I am in a coma or I have a condition of permanent unconsciousness that, in accordance with accepted medical standards, will last indefinitely without significant improvement:

(Initial only one of the following three options and if you do not agree with either of the first two options, space is provided below for you to write your own instructions.)

_X_ I authorize my agent (successor agent) to direct the withholding of artificial nutrition or hydration from me.

_____ I do not authorize my agent (successor agent) to direct the withholding of artificial nutrition or hydration from me.

_____ I authorize the following: ____________________________________________________________

This durable power of attorney for health care is effective only during any period in which my physician has determined in good faith that I do not have decisional capacity. Whenever making any health care decision for me, my agent (successor agent) shall consider the recommendation of my attending physician, the decision I would have made if I then had decisional capacity (if known) and the decision that would be in my best interests. I give the following instructions to help guide my agent: (You may write additional instructions or limitations below.)

Date: ______________________

(your signature)

Parker Sample

(type of print your name), principal

Notarization

State of Idaho
County of ____________________________________________

On this ___________ day of __________________, 20__ , the principal ________________________________________________________________ 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.

__________________________
Notary Signature

(Seal)
<table>
<thead>
<tr>
<th>1</th>
<th>Month/Day/Year/Time of Notarization</th>
<th>Kind or Type of Notarization/Certificate</th>
<th>Address Where Notarization Performed</th>
<th>Document Kind or Type/Date</th>
<th>Name and Address of Signer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Today's date &amp; time</td>
<td>Acknowledgment</td>
<td>9 Notary Street</td>
<td>Durable Power of Attorney for Healthcare</td>
<td>Parker Sample 123 W State Street</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Identification of Signer</th>
<th>Additional Information</th>
<th>Notary Fee</th>
<th>Signature of Signer</th>
<th>Right Thumbprint of Signer</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID DL 012345678901</td>
<td>Signer is willing and aware</td>
<td>$X.00</td>
<td>[Signature]</td>
<td>[Thumbprint]</td>
</tr>
</tbody>
</table>

[Image of driver's license]
Notarization

State of Idaho  Notary (your initials)
County of ____________________

On this _______ 3rd _____ day of ________________, 20_______, the principal, ________________________ 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)
Scenario 7

• You visit Janice Sample in the hospital.
• She needs an affiant statement notarized, but she has two broken wrists and cannot sign.
• She is willing to make a mark to replace her signature.
• You ask two people next to you to be witnesses of her mark.
• Janice shows you her valid ID, and the certificate wording is acceptable in your state.
• Janice is fully aware of what’s happening.
Affiant Statement

I, Janice Sample of 123 Main Street, Harrisonburg, do solemnly testify that on the May the 31, 2018, I was in a bicycling accident. No vehicles were involved, nor were any other people. It was raining that day, and my wheels slid as I rode over the train tracks. There was no warning sign posted before the tracks, and I did not have time to prepare to safely cross them. I was riding at approximately 15 miles per hour and have a GPS device on my bicycle that shows that. I put my hands down to brace for impact, and broke both of my wrists. My brother, Jordan Sample also of 123 Main Street, Harrisonburg, is typing this on my behalf since I am not able to write or type. The doctors instructed me to not go back to work for 6 weeks when they can reassess my healing.


Signature of Janice Sample

Date

State of
County of

Subscribed and sworn to (or affirmed) before me on this ______(date) of
______(month), 20____(year)

(signer) proved to me on the basis of satisfactory evidence to be the person who appeared before me.

Notary Signature

Notary Seal
I, Janice Sample of 123 Main Street, Harrisonburg, do solemnly testify that on the May 31, 2018, I was in a bicycling accident. No vehicles were involved, nor were any other people. It was raining that day, and my wheels slid as I rode over the train tracks. There was no warning sign posted before the tracks, and I did not have time to prepare to safely cross them. I was riding at approximately 15 miles per hour and have a GPS device on my bicycle that shows that. I put my hands down to brace for impact, and broke both of my wrists. My brother, Jordan Sample also of 123 Main Street, Harrisonburg, is typing this on my behalf since I am not able to write or type. The doctors instructed me to not go back to work for 6 weeks when they can reassess my healing.

Mark of Janice Sample

Signature of Janice Sample

6/3/18

Date

Random Witness’ signature, Witness

Random Witness’ signature, Witness
<table>
<thead>
<tr>
<th>Month/Day/Year/Time of Notarization</th>
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<th>Document Kind or Type/Date</th>
<th>Name and Address of Signer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Today’s date &amp; time</td>
<td>Jurat</td>
<td>Notary City, NS</td>
<td>Affiant Statement</td>
<td>Janice Sample</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12345</td>
<td>Document Date: June 3, 2018</td>
<td>123 Main Street</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Harrisburg, PA 17101-0000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Identification of Signer</th>
<th>Additional Information</th>
<th>Notary Fee</th>
<th>Signature of Signer</th>
<th>Right Thumbprint of Signer</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA DL 999999999</td>
<td>(2 broken wrists; made mark; signer aware)</td>
<td></td>
<td>$6.00</td>
<td>X Mark of Janice Sample</td>
</tr>
</tbody>
</table>
| Exp 8/5/2020            |                        |            |                      |                           | 1  

![Pennsylvania Driver's License](image)
Subscribed and sworn to (or affirmed) before me on this 3rd (date) of June 18 (year) Janice Sample

(signer) proved to me on the basis of satisfactory evidence to be the person who appeared before me.

(Your Official Signature)

Notary Signature

Notary Seal

Notary Seal
Scenario 8

• Connor Sample brings you a document in a language you do not understand.
• The certificate is also in a language you do not understand.
• Connor is willing to sign and is aware of what’s happening.
• He presents his valid ID as satisfactory evidence.
• You have access to acceptable certificates from your state.
Pouvoir Général

Je ______________________ hereby nommer ______________________ mon avocat en fait d’agir en ma qualité de faire tous les actes que je peux faire légalement par un avocat en fait. Ce pouvoir sera en vigueur à la date ci-dessous rédigée et restera en vigueur jusqu’au ______________________ ou à moins que spécifiquement étendu ou annulé plus tôt par l’autre partie.

Dated ______________________ 20 __
Signed ______________________

État de la ______________________

Comté d’ ______________________

En ce jour de ______________________ devant moi ______________________
personnellement apparu ______________________ don’t l’identité a été prouvée pour moi sur la base d’une prevue satisfaisante d’être la personne qu’il pretend être et a reconnu qu’il a signé le document ci-dessus.

______________________________

Signature notaire               Sceau de notaire

• Check the document:
  – Is it complete?
  – Signatures original?

• Check the certificate:
  – Acceptable?
  – Signer chooses English certificate.
<table>
<thead>
<tr>
<th>Month/Day/Year/Time of Notarization</th>
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<th>Document Kind or Type/Date</th>
<th>Name and Address of Signer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Today's date &amp; time</td>
<td>Acknowledgment</td>
<td>9 Notary Street</td>
<td>Foreign Language</td>
<td>Connor Sample</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Notary City, NS</td>
<td>Document</td>
<td>123 N Main Street</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Document Date: June 3, 2018</td>
<td>North Quincy, MA 02171-1748</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Identification of Signer</th>
<th>Additional Information</th>
<th>Notary Fee</th>
<th>Signature of Signer</th>
<th>Right Thumbprint of Signer</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA DL S99988801</td>
<td>Certificate in foreign language. Signer chose</td>
<td>$X.00</td>
<td>Connor Sample</td>
<td>X</td>
</tr>
<tr>
<td>Exp 1/12/2021</td>
<td>English acknowledgment</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
État de la ______________________
Commé d’______________________
En ce jour de ____________________ devant moi__________________________
personnellement apparu ___________________________ don’t l’identité a été prouvée pour moi sur la base d’une
prevue satisfaisante d’être la personne qu’il pretend être et a reconnu qu’il a signé le document ci-dessus.

See attached certificate

Signature notaire                                      Sceau de notaire
If signer chose jurat:

State of __________________________
County of __________________________

Subscribed and sworn to (or affirmed) on this 3rd day of June, 2018, by Connor Sample, whose identity(ies) was/were proven to me.

(Your Official Signature)

Notary Signature

(Seal)
State of Notary

County of Notary

On this 3rd day of June, 2018, before me, Your printed name personally appeared Connor Sample, 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 Seal

Notary Signature (Seal)
### Sample Entry with 1 Credible Witness

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Date and time of notarization</td>
<td>Jurat</td>
<td></td>
<td>Affidavit of Loss</td>
<td>Brock Montgomery</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>123 Signer’s Address</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Identification of Signer</th>
<th>Additional Information</th>
<th>Notary Fee</th>
<th>Signature of Signer</th>
<th>Right Thumbprint of Signer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wendy McNulty</td>
<td></td>
<td>#15</td>
<td>Brock Montgomery</td>
<td></td>
</tr>
<tr>
<td>(or ID info)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

*Note: This sample entry follows the National Notary Association's guidelines for notarizing documents.*
Sample Entry with 2 Credible Witnesses

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Date and time of notarization</td>
<td>Jurat</td>
<td></td>
<td>Affidavit of Loss</td>
<td>Brock Montgomery</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>123 Signer’s Address</td>
<td>123 Signer’s Address</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Document date</td>
<td>Signer’s Town, CA 90000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Identification of Signer</th>
<th>Additional Information</th>
<th>Notary Fee</th>
<th>Signature of Signer</th>
<th>Right Thumbprint of Signer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daniel Robinson</td>
<td>CADL DMV</td>
<td>#15</td>
<td>× Brock Montgomery</td>
<td></td>
</tr>
<tr>
<td>Wendy McNulty</td>
<td>CADL DMV</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Questions?
adejong@nationalnotary.org
NNA® Hotline: 888-876-0827

The Complete How-To Guide for Notaries

Amity DeJong, Seminar Instructor Team Lead