The Complete How-To Guide for Notaries

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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
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
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
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 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
Jurat Certificate

State of
County of

Subscribed and sworn (or affirmed) on this _____day of ___20___.
by ________________, whose identity(ies) was/were proven to me.

_____________________________
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
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

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, Notarycity, NS 12.345</td>
<td>Florida Insurance/ Affidavit</td>
<td>Simon B. Signer 456 Signer Street</td>
</tr>
</tbody>
</table>

Identification of Signer

- FL DL, FL DMV Exp. 3/26/18
- #K523-503-85-606-0

Signer is willing & aware

Notary Fee: $1.00

Signature of Signer

**SIMON SIGNER**

Right Thumbprint of Signer

1
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 **May**, 2018, by **Simon Signer**, whose identity(ies) was/were proven to me.

_______________________________
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
Scenario Directions

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 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>
<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 &amp; time</td>
<td>Acknowledgment</td>
<td>9 Notary Street</td>
<td>Power of Attorney Special</td>
<td>Sarah Signer, 456 Signer St.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Notary City, NS</td>
<td>456 Signer Street</td>
<td>Signerville, AZ 88888</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12345</td>
<td>Document Date: May xx, 20xx</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>Personaly Known by the Notary</td>
<td>Signer is willing and aware</td>
<td>$X.00</td>
<td>Sarah Signer</td>
<td>Top of thumb here</td>
</tr>
<tr>
<td>ID Card: AZ DL #D00363370</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exp 10/7/2039</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
State of Notary
County of Notary

On this xx day of May, 2019, 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-Protect Insurance Company, Ltd., for the following loss claim no. 18867-PUB-2414-16 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” 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>
<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>IL DL SOS #p142-4558-7924</td>
<td>Signer is willing and aware</td>
<td>$X.00</td>
<td>Jane Q. Public</td>
<td>1</td>
</tr>
</tbody>
</table>

**Document Details:**
- **Name:** Jane Q. Public
- **Address:** 1234 Main Street, Springfield, IL 62723
- **License:** IL DL SOS #p142-4558-7924
- **Expiration Date:** 11/14/2020
- **Notary:** 9 Notary Street, Notary City, NS
- **Document:** Florida Insurance Affidavit
- **Date:** May xx, 20xx
- **Notary Seal:** [Notary Seal Image]
State of  Notary  
County of  Notary  

Subscribed and sworn to (or affirmed) on this xx day of May, 2019, 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 xx, 2019, 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
THE COMPLETE HOW-TO GUIDE FOR NOTARIES

Scenario 3
PRENUPTIAL AGREEMENT

THIS AGREEMENT MADE THIS 23rd day of May 20XX.

This Prenuptial Agreement is made between CLAUDIA L. PASTORELLI (hereinafter called “Christa”) and FRED FINCE (hereinafter called “Fred”) who are contemplating marriage each to the other.

A. The parties intend this Agreement to become effective upon their marriage pursuant to the laws of the State of California, including any Uniform Prenuptial Agreement Act, or other applicable law.

B. The parties wish to enter into this agreement to provide for the security, 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 subsequent differences that may arise between them. Accordingly, the parties agree that the terms and conditions of this Agreement are binding upon each party as provided by the terms of this Agreement.

D. The parties have exchanged financial statements proving full and complete disclosure of their assets and liabilities property owned or coming by each of them.

E. Each party agrees and affirms the following: THAT the parties did execute this Agreement voluntarily; THAT this Agreement was not the result of duress when it was executed; and THAT he or she did not have an adequate knowledge of the property or financial obligations of the other party.

NOW THEREFORE in consideration of the foregoing, 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 remain the property of the owner and the other party will have no right to or interest in such property.

2. Property being owned by both parties at the execution of this Agreement will be and remain the property of both parties.

3. In the event of the parties’ separation, or upon the death of either 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 equity of the property, regardless of the initial or acquiring properties 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 hereunto set their hands and seals.

___________
CLAUDIA L. PASTORELLI

___________
FRED FINCE

State of ____________________
County of ____________________

This document was acknowledged before me on this _________ day of ____________________, 20____, by ____________________ (name[s] of principal[s]).

__________________________
Notary Signature

(Seal)

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

• Check the certificate:
  – Acknowledgment? 
  – Verify signature.
<table>
<thead>
<tr>
<th>Month/Day/Year/Time of Notarization</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>Today's date &amp; time</td>
<td>Acknowledgment</td>
<td>9 Notary Street</td>
<td>Prenuptial</td>
<td>Fred Fiance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Notary City, NS</td>
<td>Agreement</td>
<td>777 Oak Street</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12345</td>
<td>Document Date: May xx, 20xx</td>
<td>Anytown, Anystate 44444</td>
</tr>
<tr>
<td>Today's date &amp; time</td>
<td>Acknowledgment</td>
<td>9 Notary Street</td>
<td>Prenuptial</td>
<td>Claudia Pastorelli</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Notary City, NS</td>
<td>Agreement</td>
<td>22 Elm Street</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12345</td>
<td>Document Date: May xx, 20xx</td>
<td>Anytown, Anystate 44444</td>
</tr>
</tbody>
</table>

**Identification of Signer**

<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>Personally Known by the Notary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Cards — Describe each card below</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credible Witness(es) — Include signature of each witness</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AZ DL #D00363370</td>
<td>Signer is willing and aware</td>
<td>$X.00</td>
<td>[Signature]</td>
<td>[Thumbprint]</td>
</tr>
<tr>
<td>Exp 5/1/2032</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personally Known by the Notary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Cards — Describe each card below</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credible Witness(es) — Include signature of each witness</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USPP #E3333333</td>
<td>Signer is willing and aware</td>
<td>$X.00</td>
<td>[Signature]</td>
<td>[Thumbprint]</td>
</tr>
<tr>
<td>Exp 11/16/2020</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
State of Notary
County of Notary

This document was acknowledged before me on this xx day of May, 2019, by Claudia Pastorelli and Fred Fiance (name[s] of principal[s]).

(Your Official Signature)  Notary Signature

Notary Seal (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.
THE COMPLETE HOW-TO GUIDE FOR NOTARIES

Scenario 4

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) Suvi Sample to travel with Sandy Sample to Canada from May XX, 20XX to June XX, 20XX.

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

American Airlines, Flight 789 to Toronto, Ontario Canada.

Return Flight 1329

Signed: ____________________________

SIGNATURE OF PARENT/GUARDIAN ____________________________ Date

Contact Information:

(XXX) 71X-XJ5X, mobile

Signature of Notary: ____________________________

Notary's Printed Name: ____________________________

Notary Seal: ____________________________

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

• Where is the certificate?
<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>Jurat</td>
<td>Notary City, NS</td>
<td>Letter of Consent to Travel</td>
<td>Jelani Sample Apt. 12 Anytown, NV 12345-00000</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>NV DL #123456789123 Exp 7/11/2022</td>
<td>Signer is willing and aware; attached separate certificate</td>
<td>$X.00</td>
<td>Jelani Sample</td>
<td>1</td>
</tr>
</tbody>
</table>

**Nevada Driver License**

Name: Jelani Sample

License Type: DL

Issuing State: NV

Date of Birth: 07/01/1954

Expiration Date: 07/01/2022

Driver Class: A

Eye Color: Brown

Height: 5'10"
State of __________________________
County of __________________________

Subscribed and sworn to (or affirmed) on this xx day of
May, 2019, by Jelani Sample, whose identity(ies) was/were proven to me.

(Your Official Signature)  
Notary Signature

Notary Seal  
(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 May xx, 20xx.
- 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.
Scenario 5

Grant Deed

The undersigned declare(s):

- [ ] Full value of property conveyed, or
- [ ] Uninsured area of San Mateo County, California

For no valuable consideration, except of which is hereby acknowledged, Carol Sample, a single woman with a separate estate hereby GRANTS to the SAMPLE FAMILY TRUST, Carol Sample and Sharon K. Sample, Trustees, the following described real property in the City of Modesto, CA:

County of Stanislaus State of California
Lot 10 in Block 12550 of Winona Trust No. 1, in the City of Modesto, County of Stanislaus, State of California, according to the Official Map thereof, filed in the Office of the Recorder of Stanislaus County, on March 28, 1991, in Volume 27 of Maps at page 36.

Date: May XX, XXXX

Carol Sample

[Signature]

Sharon K. Sample

[Signature]

State of __________________________
County of __________________________

On _____________ before me, __________________________ Notary Public, personally appeared Carol 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

MAIL TAX STATEMENTS AS DIRECTED ABOVE
<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 &amp; time</td>
<td>Acknowledgment</td>
<td>9 Notary Street</td>
<td>Grant Deed</td>
<td>Caron Sample</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Notary City, NS</td>
<td></td>
<td>123 North Street Apt. 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12345</td>
<td>Document Date: May xx, 20xx</td>
<td>Topeka KS 66612-1234</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>KS ID card #K12-34-5678</td>
<td>Signer is willing and</td>
<td>$X.00</td>
<td>Caron Sample</td>
<td></td>
</tr>
<tr>
<td>Exp 1/11/2023</td>
<td>aware; Only Caron’s</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>signature notarized</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
State of __________________

County of __________________

On May xx, 2019, 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!
Scenario 6
DURABLE POWER OF ATTORNEY FOR HEALTH CARE

On XXXXX, Parker Sample, being an adult of sound mind, hereby appoints Brenda Marie Sample, as my
agent or agent.

Jonathan Sample
Name of 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 irreversible 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.)

__ 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
health that I do not have decisional capacity. Whenever making any health care decision for me, my agent (successor agent) shall
consider the recommendations 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 interest. I give the following instructions to help guide my agent: (You may
write additional instructions or limitations below.)

Date: ______________

(your signature)

Parker Sample

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/executed the foregoing document in my presence for the purposes therein contained.

Notary Signature

(Seal)
<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 &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>
<tr>
<td></td>
<td></td>
<td>Notary City, NS</td>
<td>Document Date: May xx, 20xx</td>
<td>Boise, ID 83703</td>
</tr>
</tbody>
</table>

**Identification of Signer**

<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>Parker</td>
<td>![Thumbprint Image]</td>
</tr>
<tr>
<td>Exp 1/1/2020</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Driver's License**

- State: Idaho
- Class: AB
- Issue: 01/01/2018
- Exp: 01/01/2020
- DOB: 01/01/1991
- Sex: Male
- Hgt: 5'10" Wgt: 180 lbs
- Eyes: 17 Hair: 19
- Address: 123 W State Street, Boise ID 83703
- Notes: Veteran

© 2018 National Notary Association
Notarization

State of Idaho  Notary (your initials)
County of ________________  Notary

On this _______ day of _________, 20______, the principal, Parker 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 Seal  (Seal)

Notary Signature
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 May xx, 20xx 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.

X (Mark of Janice Sample)  [Today’s Date]

Signature of Janice Sample

Witness: ___ Random Witness ___

Witness: ___ Random Witness ___

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

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

Check the certificate:
– Jurat?
– Witness signature.
– Administer oath.
<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 &amp; time</td>
<td>Jurat</td>
<td>9 Notary Street, Jurat</td>
<td>Affiant Statement</td>
<td>Janice Sample</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Notary City, NS</td>
<td></td>
<td>123 Main Street</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12345</td>
<td>Document Date: May xx, 20xx</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 99999999</td>
<td>Random Witness' signature, Witness</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Exp 8/5/2020</td>
<td>(2 broken wrists; made mark; signer aware)</td>
<td></td>
<td>Mark of Janice Sample</td>
<td>1</td>
</tr>
</tbody>
</table>

© 2018 National Notary Association
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.

(Your Official Signature)  

___________________________  

Notary Signature  

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 _________________________

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>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>Foreign Language</td>
<td>Connor Sample</td>
</tr>
<tr>
<td>1</td>
<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>12345</td>
<td>Document Date: May xx, 20xx</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></td>
</tr>
<tr>
<td>Exp 1/12/2021</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

© 2018 National Notary Association
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 prévue 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 ______ day of ______, 20____, by ________ Connor Sample ________, whose identity(ies) was/were proven to me.

(Your Official Signature)

Notary Signature

(Seal)
If signer chose acknowledgment:

State of  Notary  
County of  Notary  

On this xx day of May, 2019, 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 Signature  (Seal)
Sample Entry with 1 Credible 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>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>
</tr>
</tbody>
</table>

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

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Sample Entry with 2 Credible Witnesses

<table>
<thead>
<tr>
<th>1</th>
<th>1</th>
<th>1</th>
<th>1</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month/Day/Year/Time of Notarization</td>
<td>Kind or Type of Notarization/Certificate</td>
<td>Address Where Notarization Performed</td>
<td>Document Kind or Type/Date</td>
<td>Name and Address of Signer</td>
</tr>
<tr>
<td>Date and time of notarization</td>
<td>Jurat</td>
<td></td>
<td>Affidavit of Loss</td>
<td>Brock Montgomery 123 Signer’s Address Signer’s Town, CA 90000</td>
</tr>
</tbody>
</table>

Identification of Signer | Additional Information | Notary Fee | Signature of Signer | Right Thumbprint of Signer |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Daniel Robinson</td>
<td></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>
<tr>
<td>CADL DMV M4567890 exp. 12/16/XX</td>
<td>P0987654 exp. 5/16/XX</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Questions?
The Complete How-To Guide for Notaries
Contact Information

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ssivkov@nationalnotary.org

Stephanie Winney, Seminar Instructor
National Notary Association
swinney@nationalnotary.org
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