

# 5 STEPS TO A PROPER NOTARIZATION

## 1. Require personal appearance

Almost every state requires the signer to personally appear before you during the notarization.

## 5. Complete, sign and seal the notarial certificate

When completing the certificate, make sure it conforms to your state's requirements and fill in the sections with the correct information. Then sign it and affix your official seal stamp or seal embossment.

## 4. Record your journal entry

Most states either require or recommend that you maintain a record of all notarizations. A good journal entry contains details that are helpful in case a notarization is questioned.

## 2. Look over the document

Always scan over the document to look for certificate wording that will tell you what type of notarization to perform and to check that it is complete and has no blanks that would prevent notarization.

## 3. Screen the signer and verify facts

Identifying the signer is always required for acknowledgments and may be required for other notarial acts. Also make sure your signer is acting independently and is aware of what's going on. And take the signer's acknowledgment, witness the signature, and/or take the oath or affirmation as required by the notarial act.

