

NNA NOTARY AMBASSADOR®

CODE OF CONDUCT

2024

ABSTRACT

To maintain the highest standards of professionalism, integrity, and ethical conduct, the NNA Notary Ambassador Code of Conduct has been established.

National Notary
Association

Contents

INTRODUCTION.....	2
STANDARDS	2
NNA NOTARY AMBASSADOR® PLEDGE.....	3
ABOUT.....	4
REQUIREMENTS.....	4
HOW TO JOIN.....	4

NNA NOTARY AMBASSADOR® CODE OF CONDUCT

INTRODUCTION

An **NNA Notary Ambassador®** is a dedicated professional who plays a crucial role in promoting the National Notary Association's mission. To maintain the highest standards of professionalism, integrity, and ethical conduct, the following Code of Conduct has been established. Adherence to this code is mandatory.

STANDARDS

WHEN Representing as an **NNA NOTARY AMBASSADOR®**:

- I. The **NNA Notary Ambassador®** badge may only be affixed to correspondence and materials that align with the National Notary Association's mission, standards, and objectives.
 - *The program director will provide the badge, which is updated annually upon admittance to the program.*
- II. A **Notary Ambassador®** pledges to provide support services in their commissioned state.
 - *Ambassadors will voluntarily coordinate with and support fellow ambassadors in other states.*
 - *As a courtesy, ambassadors will inform ambassador colleagues in other states when engaging in independent notarial activities or programs in that state.*

NNA NOTARY AMBASSADOR® PLEDGE

Integrity (Honesty): I will always act with integrity and honesty in my notarial practices and interactions with colleagues, clients, and the public.

Professionalism (Education and Competence): I commit to maintaining the highest level of professionalism and competence in all aspects of my notarial business, seeking continuous improvement through continuing education and professional development.

Respect: I will respect the dignity, privacy, and confidentiality of all individuals involved in the notarial process, and treat all parties with respect and impartiality, regardless of personal characteristics such as race, ethnicity, gender, religion, sexual orientation, or any other attribute.

Responsibility (Duty): I understand my responsibility to uphold the law and ensure the accuracy and validity of the documents I notarize. I will exercise due diligence to verify the identity of the parties involved.

Transparency (Openness, Clarity, Honesty): I will provide clear and accurate information about notarial services, fees, and the responsibilities and limitations of my role as a Notary. I will disclose my status as an **NNA Notary Ambassador®** in all advertising and events.

Interstate Collaboration (Business Courtesy): As a business courtesy, when planning events in states other than my home state and advertising myself as an **NNA Notary Ambassador®**, I will contact the ambassador of that state before advertising.

Accountability (Responsibility): I will take responsibility for my actions and decisions as a Notary. I will cooperate fully with any investigations or proceedings related to my notarial practices.

Advocacy (Promotion): I will advocate for the values and principles of the National Notary Association. I will promote the importance of notarial services in safeguarding the public and promoting ethical business practices.

By adhering to this Code of Ethics, I commit myself to
uphold the highest standards of integrity,
professionalism, and ethical conduct in my notarial
practices and role as an **NNA Notary Ambassador®**.

ABOUT

As a community of dedicated, professional, and benevolent Notaries who strive to create meaningful relationships, the **NNA Notary Ambassador®** Network's interactions are built on friendship, constructive online discussions, engagement, and collaboration.

Through social networking, we enhance the traditional relationships we establish with others who share our interests. Whether your interest is championing state legislation and statutory changes, mentoring new Notaries, or sharing your experiences and knowledge with your colleagues, the **NNA Notary Ambassador®** Network will help you improve the standing of the office of the Notary Public nationwide.

Although the group is self-governed, guidance and support are provided by the National Notary Association by way of the Program Director, Nicola Jackson.

REQUIREMENTS

A **NNA Notary Ambassador®** must:

- Maintain NNA membership*.
- Have a current Notary Public Commission** and have been commissioned for a minimum of four consecutive years.
- Adhere to the **Notary Ambassador®** [trademark and logo guidelines](#).
- Follow the [Notary Public Code of Professional Responsibility](#).
- Attend at least 2/3 of the monthly scheduled meetings throughout the calendar year.
- Follow this **NNA Notary Ambassador®** Code of Conduct.

The NNA Notary Ambassador® credential can be denied or revoked if a Notary becomes subject to any sanctions, fines, or punitive actions related to notarial misconduct.

Contact the program director to discuss any unique circumstances.

**30-day grace period*

***90-day grace period*

HOW TO JOIN

Online applications are accepted on an annual rolling basis. Submit your application via the online portal at www.nationalnotary.org/ambassador. To learn more, email Nicola Jackson (Program Director) at ambassadors@nationalnotary.org*.

**Note: Applications are not accepted via email. All applicants must use the online application portal.*