



COMMONLY ASKED QUESTIONS WEBINAR SERIES

Understanding Notary Certificates and Seals
Vital Notary Tools
July 27, 2012

- A. What is a Notary certificate?
 - It is the roadmap the Notary follows to perform the notarial act.
 - What is expected of the Notary?

- B. Standards - Completing Certificates
 - Where do you find the certificate?
 - Fill in or line through every blank space.
 - If you don't have wording, attach a loose certificate.
 - Make a selection for every option.
 - Sign in a color of ink sufficient to distinguish original signature from a copy.

- C. Affixing the Notary seal
 - Affix seal impression in an open, clear area close to your signature.
 - Do not stamp over elements of the certificate.
 - If there is not enough blank space use a loose certificate.
 - If your seal impression is faint, affix a second impression.

- D. Standards – Making Corrections
 - Never use white out for corrections.
 - Corrections must be initialed.
 - Avoid making changes to the certificate once signed and sealed.

For further information, contact:
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