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**COMMONLY ASKED QUESTIONS**

**WEBINAR SERIES**

*Sorry, Boss, No Can Do!*

*May 18, 2012*

Introduction

 The Notary-employee

* May face conflict
* Is a state official
* Must be aware of state laws
* Must act as an impartial witness

Objectives

1. Identify improper requests for notarization
2. Effectively explain to your employer why a request is improper
3. Determine solutions by politely refusing them or providing a legal and acceptable alternative

Your boss may…

* Not be a Notary
* Unaware of state statutes
* Unfamiliar with best practices
* Unaware of the consequences

Examples of Improper Requests

* Notarizing for an absent signer
* Leaving your seal with a co-worker
* Making exceptions to the rules

Scenario: Notarizing for an absent signer

 Sorry boss, no can do…

 Never notarize the signature of an absent signer

 Never back- or post-date a certificate

 It is an illegal act

Scenario: Sharing your seal

 Sorry boss, no can do…

 The seal is an authentication of the commission

 No one else may use it

 It is fraudulent

Making exceptions to the rules

 Using improper identification

 Stamping and signing a document without proper notarial wording

 Sorry boss, no can do…

 A Notary cannot waive a required procedure to avoid an inconvenience to a customer

 Clients want the transaction to be above legal challenge

What Can I Do?

* Become familiar with your state’s requirements
* Provide a copy of your state’s Notary laws
* Obtain NNA resources
* Follow legal and ethical guidelines
* Communicate with your boss
* Call the National Notary Hotline

For further information, contact:

hotline@nationalnotary.org

888-876-0827