

# 3 steps for every notarization

1

Identify signing party



Passport



Driver's license



Govt issued ID

2

Confirm competency, knowledge & voluntariness

~~Under duress~~ ~~Illiterate~~ ~~Intoxicated~~ ~~Mentally infirm~~ ~~Underage~~

3

Perform the notarial act

*Record in journal*

- Date and time of act
- Brief description of act and document
- Full name and address and party
- Signing party's signature
- Brief description of how identified

*Complete certificate; must include:*

- Venue: state/county
- Statement of particulars
- Notary signature
- Notary stamp

*Types of notarial acts*

***Taking an acknowledgement***

Confirms that the person before you is the signing party on a document that has already been signed.

***Witnessing or attesting signatures***

Witness the signature take place, or if already signed, witness a duplicate signature

***Administering oaths or affirmations***

Ask swearing party to raise right hand and either swear an oath or solemnly affirm that they will perform an action or uphold a specific standard.

***Taking verifications of oaths or affirmations***

'Jurat' Witness a signature and administer an oath:  
1. Notary verifies written statement  
2. Oath or affirm the statement is true  
3. Witness signature

***Certifying or attesting a copy***

Verify a copy is exact ("full, true, accurate"), or perform a copy

***Certifying an event has occurred or an act has been performed***

Personal knowledge or "satisfactory evidence"

***& ALWAYS PHYSICALLY PRESENT***