

**This abbreviated handout is no substitute for the Washington State Notary Public Guide and NNA Notary Public Code of Professional Responsibility, and state laws.**

Study them, print them, and carry with you -- especially when you are first starting out.

Each notary public is responsible for knowing the laws and rules that govern the position, and while this handout may be a helpful tool, you must take time to familiarize yourself with the position, its requirements, and our state law.



**STAY CURRENT WASHINGTON NOTARY LAWS AND RULES**

- [Uniform Regulation of Business and Professions](#) (Chapter 18.235 RCW)
- [Revised Uniform Law on Notarial Acts](#) (Chapter 42.45 RCW)
- [Practice and Procedure](#) (Chapter 308-08 WAC)
- [Notaries Public](#) (Chapter 308-30 WAC)
- **[SIGN UP TO RECEIVE NOTARY RULE UPDATES!](#)**

**MINIMUM REQUIREMENTS FOR NOTARY JOURNAL IN WASHINGTON STATE**

Effective July 1, 2018, notaries are required to maintain a journal of notarial acts. Our journal must be:

- A permanent, bound book with numbered pages.
- You may also keep an electronic journal for your own records, but it cannot replace the physical hardcopy bound notary journal/book.
- Kept in a locked and secured area under your exclusive control (Same goes for our notary stamp!)
- Kept for 10 years after the last notarization recorded in the journal.
- Journal entries must be made at the time of the notarization and must include:
  - The date and time of the notarization.
  - A description of the document or act being notarized.
  - Full name, address, and signature of each person for whom the notarization was performed.
  - Brief description of the identification method.

If you resign your notary commission, or if your commission is suspended or revoked, or if you are no longer eligible to hold your notary commission, you must notify the DOL.

If you lose your notary stamp or your notary journal (or if they are stolen), you must notify the DOL.

Any notary issues or questions in Washington, the Washington State Department of Licensing Notary Division is our authority: Phone: (360) 664-1550 | Email: [notaries@dol.wa.gov](mailto:notaries@dol.wa.gov) | Website: <https://dol.wa.gov/notary> Mailing Address: Notary Public Program, Department of Licensing PO Box 9027, Olympia, WA 98507-9027

## **ROLE OF THE NOTARY PUBLIC IN WASHINGTON:**

A Washington notary public is a notarial officer commissioned by the state who serves as an impartial public official who witnesses and authenticates the signing of legal documents to prevent fraud.

A Notary's primary responsibilities

- ➔ **VERIFYING IDENTITY:** Confirming that the person signing the document is who they claim to be.
- ➔ **ENSURING WILLINGNESS:** Making sure the signer is signing the document willingly and without coercion, and is aware of the document's contents.
- ➔ **ACTING AS AN IMPARTIAL WITNESS:** Serving as a neutral third party to important legal transactions.
- ➔ **PERFORMING SPECIFIC NOTARIAL ACTS**

When performing a notarial act, there are 3 important things that a notary public must follow:

1. **Personal appearance**
2. **Proper identification**
3. **Notarial certificate**

### **1. PERSONAL APPEARANCE**

All signers must sign the documents to be notarized in the notary public's presence. This is called "personal appearance." You can't notarize the signature of someone who only contacts you online, by mail, or by phone.

### **2. PROPER IDENTIFICATION**

Before a notary may notarize a document, they must first confirm the identity of each party signing the document. There are 3 ways to properly identify a signer:

#### **1. Acceptable ID documents**

The documents must:

- Be current or expired for less than 3 years
- Be issued by a federal or state government
- Contain the individual's photograph, signature, and physical description

#### **2. Personal knowledge**

This doesn't mean someone you were just introduced to. Ask yourself if you'd be able to describe your "personal knowledge" of the signer adequately when under oath in a court of law.

#### **3. On the oath or affirmation of a credible witness**

- You must know the credible witness.
- The credible witness must know the signer.
- The credible witness must identify the signer to you.

### **3. NOTARIAL CERTIFICATE**

As part of the notarial act, you are responsible for completing the notarial certificate, which is a section of the document that describes the act being performed. The certificate should include:

- A statement of particulars, which is the statement you complete and sign. It tells you what notarial act to perform, and describes for everyone else exactly what you did. See [RCW 42.45.140](#) for examples.
- The date the notary act was performed.
- Your signature.
- Your title. ("Notary Public")
- An impression of your seal or stamp (not required when certifying an oath for court).
- The expiration date of your notary appointment.

## EXAMPLES OF ACCEPTABLE GOVERNMENT-ISSUED PHOTO ID:

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- Driver's License (issued within U.S. including U.S. Territories)
- Non-Driver State Photo ID (issued within U.S. including U.S. Territories)
- U.S. Passport or U.S. Passport Card
- U.S. Military ID Card
- U.S. Military Dependent's ID Card
- Government Employee ID
- Tribal ID Card
- Foreign Passport
- Permanent Resident Card (Green Card)
- Trusted Traveler ID (TSA PreCheck, Global Entry, SENTRI, or NEXUS, Fast)

Unless you know the signer personally, or they have a credible witness, every signer must be physically present in person before you and present you with a valid government-issued photo ID.

**FOR ME, A VALID GOVERNMENT-ISSUED PHOTO IDENTIFICATION IS REQUIRED FOR EACH AND EVERY SIGNER. PERIOD.** This is my personal rule. I do not rely on my personal knowledge. I do not rely on credible witnesses. Not for friends, not for neighbors. Everyone must show me valid government-issued photo ID before I will perform their notarization. ~Carmen

PHOTOCOPIES of identification cards are not sufficient. All forms of ID must be the original, physical document. Each signer must take their IDs out of their wallet for you. You must hold their original valid ID in your hand to inspect it.

IDs which are falling apart, illegible, damaged or appear to have been tampered with should not be accepted. This is to avoid risk of misidentifying a signer, to avoid risk of fraud. Use a magnifying glass if you need one to see the watermarks, holograms, and other security features. **If there is an issue, do not be afraid to ask for another form of government-issued photo ID.** You must identify the signer in order to notarize their documents. Identifying signers is a critical part of your job as notary public.

WHAT I WRITE IN MY NOTARY JOURNAL: Signer name, address, how I identified them, date, time, location the signing is taking place, document title, notarial act, and the number of pages. I include whatever I deem important. If the address on the drivers license isn't current because they moved, I note it. If I notice the signature is on the ID is different I enquire. For example, maybe the signature is different because signer had a stroke, or their signature has changed over time, or maybe the signer broke their arm and is wearing a cast and must sign with other hand, whatever. I note it my notary journal. #CYA



Examples of docs we can notarize	Examples of docs that we cannot notarize
<ul style="list-style-type: none"> <li>✓ Acknowledgments</li> <li>✓ Advanced Health Directive Forms</li> <li>✓ Affidavits</li> <li>✓ Agreements</li> <li>✓ Applications for Admission to Practice as an Attorney</li> <li>✓ Application for marriage license</li> <li>✓ Auto title transfers</li> <li>✓ Bank Transfer Service Forms</li> <li>✓ Beneficiary Changes &amp; Retirement Distributions</li> <li>✓ Child Custody Agreements</li> <li>✓ Employment Contracts</li> <li>✓ Identity Theft Victim's Complaint and Affidavit</li> <li>✓ Lease Agreements</li> <li>✓ Medical Authorization for Minors</li> <li>✓ Motor Vehicle Bill(s) of Sale</li> <li>✓ <u>Notary Public Oath of Office</u> (for <u>notary public application</u>)</li> <li>✓ Notice of Lien, Lien Release, or Authorization to Add/Remove Name from Title</li> <li>✓ Personal Statements</li> <li>✓ Power of Attorney (POA) - <i>including advance health directives</i></li> <li>✓ Prenuptial Agreements</li> <li>✓ Promissory Note Agreements</li> <li>✓ Rental Agreements/Contracts</li> <li>✓ Quitclaim Deeds</li> <li>✓ Temporary Guardianship Agreements</li> <li>✓ Travel Consent Forms</li> <li>✓ Trust Agreements</li> <li>✓ Vehicle Certificate of Ownership/Title Application</li> <li>✓ Vendor Agreements/Contracts</li> <li>✓ Verification Upon Oath or Affirmations/Jurats</li> <li>✓ Wills, Codicils &amp; Testamentary Trusts</li> </ul>	<ul style="list-style-type: none"> <li>❖ Any document that appears tampered with (no whiteout!)</li> <li>❖ Any documents with blanks –This is for everyone's protection and to help avoid fraud. Document must be filled out by signer. Notary cannot assist.</li> <li>❖ Any document in which the notary is named or has a direct or indirect interest</li> <li>❖ Any document intended for use outside of the United States. (see Apostille)</li> <li>❖ Any certified state or federal documents/credentials</li> <li>❖ Any <u>immigration form</u> or proof of citizenship form</li> <li>❖ Birth certificates (<u>contact bureau of vital statistics</u>)</li> <li>❖ Death certificates (<u>contact bureau of vital statistics</u>)</li> <li>❖ Marriage certificates (contact <u>county</u> of marriage or <u>bureau of vital statistics</u>)</li> <li>❖ Divorce decrees (contact <u>county</u> of marriage or <u>bureau of vital statistics</u>)</li> <li>❖ <u>Form I-9 Immigration forms</u> (these are to be filled out by the employer or employer's designated agent and are not notarized!)</li> <li>❖ U.S. Passport applications (must be completed by applicant, not by notary)</li> <li>❖ <b>APOSTILLE CERTIFICATES</b> are for documents for use in countries <b>in the</b> <u>1961 Hague Convention Treaty</u>. See the Washington Secretary of State website: <a href="https://www.sos.wa.gov/corporations-charities/apostilles-program">https://www.sos.wa.gov/corporations-charities/apostilles-program</a></li> <li>❖ <b>AUTHENTICATION CERTIFICATES</b> are for documents for use in countries <b>not in the</b> 1961 Hague Convention Treaty. See U.S. Dept of State <a href="https://travel.state.gov/content/travel/en/replace-certify-docs/authenticate-your-document/authentication-certificate-requirements.html">https://travel.state.gov/content/travel/en/replace-certify-docs/authenticate-your-document/authentication-certificate-requirements.html</a></li> </ul>

*Not intended as an exhaustive list. Know your role as a notary public, know your notary rules, and always follow the law. Follow established notary industry best practices so long as they do not conflict with Washington State Law.*

## A NOTARY HIRING SCENARIO:

Jane Signer calls you and says she has a 1-page hand-written letter, granting her neighbor access to her property which needs to be notarized. Mrs. Signer wants to know what is the cost for you to travel to her location at 123 Cascade Street, Finite, WA 99999 to notarize it. You Google the address and determine her location is about 30 miles from where you are.

If you charge a **notary travel fee\***, you must inform Mrs. Signer and explain that it is in addition to the notarization fee. You tell her a notary travel fee is not required by law, however Washington state does permit you as a notary to charge one so long as you explain it and have an agreement in advance. You tell her that the cost for you to travel to her to perform the notarizations will be \$15 per notarization plus \$\_\_\_\_\_ as your notary travel fee. You tell Mrs. Signer if there is only 1 notarization, the cost will be \$\_\_\_\_\_ for the travel fee plus \$15 for 1 notarization, a grand total of \$\_\_\_\_\_. Ask her, **DO YOU AGREE TO THIS?** (Mrs. Signer agrees and schedules a date/time for you to travel to her location to perform the notarization. If she had said no, you could lawfully decline her notarization request.)

Before you get off the phone with Mrs. Signer, you confirm the ID requirement and your preferred method of payment. To identify her, you must see her valid government-issued photo ID – like a state driver's license or a passport, etc -- and Mrs. Signer tells you she has a driver's license and that she can pay cash or write you a check, whatever you prefer.

*\*WAC 308.30.220: "A notary may charge a travel fee when traveling to perform a notarial act if: '(a) The notary and individual requesting the notarial act agree upon the travel fee in advance of the travel; and '(b) The notary explains to the individual requesting the notarial act that the travel fee is in addition to the notarial fee in subsection (1) of {WAC 308.30.220} and is not required by law' (WAC 308.30.0220[5])."*

### YOU TRAVEL TO MRS. JANE SIGNER TO NOTARIZE HER DOCUMENT:

You review the document to confirm it is something you are able to notarize (it is) AND that it has a notarial certificate (it does).

NOTE: It is smart to carry extra notary certificates with you, in case a signer's document does not have one. Do not select one for them. You must let the signer instruct you which notarial certificate their document needs or show them the options and let them choose which certificate they want in their document. But in this case, you can see one has already been provided on her letter and it indeed contains correct notary language and it is legible.

**First and foremost, complete your notary journal entries.** Get your Washington state notary obligation out of the way first! The notarial act consists of three parts: recording the act in your bound notarial journal, performing the notarial duty: confirm identity of the signer; swear or affirm the signer, and performing the notarial certificate.

Ask her: **"Do you swear or affirm that you are the person named in the document and you are signing as a free and voluntary act and any statements you are making are true and correct?"** or words to this effect. *(She says YES, so then you have her sign your journal.) If she says NO, then obviously you cannot continue or complete the notarization. Always note in your journal anything weird that happens. Be as detailed as you wish. Your notary journal notes are for you. If something comes up later down the road, details in your notes may help you.*

Since you have confirmed Mrs. Signer's ID and willingness to sign and you see her document has already been signed by her and she handwrote the required notarial language, all you have to do is complete the notarial certificate and apply your notary stamp. Always double-check to make sure the **VENUE** reflects where the signing is actually taking place. If venue is wrong, draw a single line across, initial it, and make any necessary correction to the venue.

**Since Mrs. Signer hired you, you collect payment from her.** Collect the amount as quoted, nothing more. (Yes, if you did additional notarizations, OK to include it in the final amount due.) Give Mrs. Signer her receipt, thank her, then LEAVE.





# NOTARY JOURNAL PRACTICE EXAMPLE p.5

#	NOTARIZATION DATA	SIGNER IDENTIFICATION	INDIVIDUAL ACKNOWLEDGEMENT
1	DATE OF NOTARIZATION: <u>10 / XX / 20 XX</u> Time: <u>10 AM</u> Location: <u>123 CASCADE ST</u> <u>FINITE, WA 99999</u> DATE ON DOCUMENT: <u>10 / 10 / 20 XX</u> TYPE OF NOTARIAL ACT: <input checked="" type="checkbox"/> Individual Acknowledgement <input type="checkbox"/> Representative Acknowledgement Type of Representative Capacity: _____  <input type="checkbox"/> Verification on Oath or Affirmation <input type="checkbox"/> Witness Signature <input type="checkbox"/> Certifying a Copy <input type="checkbox"/> Certifying an Act or Event Took Place <input type="checkbox"/> OTHER: _____	<u>JANE A. SIGNER</u> FULL NAME <u>123 CASCADE ST</u> Address <u>FINITE, WA 99999</u> City, State, ZIP Code <u>Jane Signer</u> SIGNATURE <u>WA DRIVERS LIC</u> Type of Identification exp: <u>xx/xx/xxxx</u> <u>issue: xx/xx/xxxx</u> Identifying Numbers / Expiration <u>LETTER - one page</u> Type of Document	I, <u>Jane Signer</u> , affirmed to the Notary Public that I am the person named in the document(s) and that I have signed as my free and voluntary act.
2	DATE OF NOTARIZATION: <u>10 / 15 / 20 XX</u> Time: <u>1 PM</u> Location: <u>123 CASCADE ST</u> <u>FINITE, WA 99999</u> DATE ON DOCUMENT: <u>10 / 5 / 20 XX</u> TYPE OF NOTARIAL ACT: <input type="checkbox"/> Individual Acknowledgement <input type="checkbox"/> Representative Acknowledgement Type of Representative Capacity: _____  <input checked="" type="checkbox"/> Verification on Oath or Affirmation <input type="checkbox"/> Witness Signature <input type="checkbox"/> Certifying a Copy <input type="checkbox"/> Certifying an Act or Event Took Place <input type="checkbox"/> OTHER: _____	<u>ROSEMARY FUDD</u> FULL NAME <u>123 CASCADE ST</u> Address <u>FINITE, WA 99999</u> City, State, ZIP Code <u>Rm fudd</u> SIGNATURE <u>WA DRIVERS LIC</u> Type of Identification exp: <u>xx/xx/xxxx</u> <u>iss: xx/xx/xxxx</u> Identifying Numbers / Expiration <u>CONSENT FOR INTERNATIONAL</u> Type of Document <u>TRAVEL, one page</u>	I, _____, affirmed to the Notary Public that I am the person named in the document(s) and that I have signed as my free and voluntary act.
3	DATE OF NOTARIZATION: ____/____/20____ Time: _____ Location: _____ DATE ON DOCUMENT: ____/____/20____ TYPE OF NOTARIAL ACT: <input type="checkbox"/> Individual Acknowledgement <input type="checkbox"/> Representative Acknowledgement Type of Representative Capacity: _____  <input type="checkbox"/> Verification on Oath or Affirmation <input type="checkbox"/> Witness Signature <input type="checkbox"/> Certifying a Copy <input type="checkbox"/> Certifying an Act or Event Took Place <input type="checkbox"/> OTHER: _____	FULL NAME Address City, State, ZIP Code SIGNATURE Type of Identification Identifying Numbers / Expiration Type of Document	I, _____, affirmed to the Notary Public that I am the person named in the document(s) and that I have signed as my free and voluntary act.



# NOTARY JOURNAL PRACTICE EXAMPLE p.6

REPRESENTATIVE ACKNOWLEDGEMENT	VERIFICATION ON OATH OR AFFIRMATION	NOTARY PUBLIC / SIGNING AGENT ASSIGNMENT DETAILS	THUMB PRINT
<p>I, _____, affirmed to the Notary Public that I am authorized to sign the document(s) as the _____ of _____ to be the free and voluntary act of such party.</p>	<p>I, _____, affirmed to the Notary Public that I am the person named in the document(s) and I swear or affirm that the statements I have made in the document(s) are true and correct.</p>	<p>BASIC NOTARY PUBLIC SERVICE: <u>X</u>  <u>\$ 50.00 TRAVEL FEE</u>  <u>+ 15.00 per notarization (1)</u>  <u>= 65.00 TOTAL</u></p> <p><del>NOTARY SIGNING AGENT SERVICE:</del>  <del>_____ PAGES in loan package sent to</del>  <del>notary by _____</del>  <del>(company that hired NSA)</del>  <del>_____ DUPLICATE SET of loan docs</del>  <del>handed to borrower(s) at signing.</del></p>	
<p>SIGNING NOTES: <u>1-page handwritten letter by Jane Signer granting access to property for her 2 neighbors HANK AND HOLLY HUNTER with handwritten notary certificate at bottom.</u></p>			
<p>I, _____, affirmed to the Notary Public that I am authorized to sign the document(s) as the _____ of _____ to be the free and voluntary act of such party.</p>	<p>I, <u>Rmfudd</u>, affirmed to the Notary Public that I am the person named in the document(s) and I swear or affirm that the statements I have made in the document(s) are true and correct.</p>	<p>BASIC NOTARY PUBLIC SERVICE: <u>X</u>  <u>\$ 50.00 Notary travel fee</u>  <u>+ 15.00 per notarizations (1)</u>  <u>= \$65.00 TOTAL</u></p> <p><del>NOTARY SIGNING AGENT SERVICE:</del>  <del>_____ PAGES in loan package sent to</del>  <del>notary by _____</del>  <del>(company that hired NSA)</del>  <del>_____ DUPLICATE SET of loan docs</del>  <del>handed to borrower(s) at signing.</del></p>	
<p>SIGNING NOTES: <u>1-page document - Consent for International Travel for her minor son ELMER JAY FUDD TO TRAVEL TO CAIRNS, AUSTRALIA w/ SCOUT TROOP LEADER Mr. EVERETT LEGHORN, DATED OCT. 5th 20xx.</u></p>			
<p>I, _____, affirmed to the Notary Public that I am authorized to sign the document(s) as the _____ of _____ to be the free and voluntary act of such party.</p>	<p>I, _____, affirmed to the Notary Public that I am the person named in the document(s) and I swear or affirm that the statements I have made in the document(s) are true and correct.</p>	<p>BASIC NOTARY PUBLIC SERVICE: _____</p> <p>NOTARY SIGNING AGENT SERVICE:          _____ PAGES in loan package sent to notary by _____          (company that hired NSA)          _____ DUPLICATE SET of loan docs handed to borrower(s) at signing.</p>	
<p>SIGNING NOTES: _____</p>			

#	NOTARIZATION DATA	SIGNER IDENTIFICATION	INDIVIDUAL ACKNOWLEDGEMENT
1	DATE OF NOTARIZATION: ____/____/20____ Time: ____ Location: ____  DATE ON DOCUMENT: ____/____/20____ TYPE OF NOTARIAL ACT: <input type="checkbox"/> Individual Acknowledgement <input type="checkbox"/> Representative Acknowledgement <i>Type of Representative Capacity:</i> _____  <input type="checkbox"/> Verification on Oath or Affirmation <input type="checkbox"/> Witness Signature <input type="checkbox"/> Certifying a Copy <input type="checkbox"/> Certifying an Act or Event Took Place <input type="checkbox"/> OTHER: _____	_____ FULL NAME  _____ Address  _____ City, State, ZIP Code  _____ SIGNATURE  _____ Type of Identification  _____ Identifying Numbers / Expiration  _____ Type of Document	I, _____, affirmed to the Notary Public that I am the person named in the document(s) and that I have signed as my free and voluntary act.
2	DATE OF NOTARIZATION: ____/____/20____ Time: ____ Location: ____  DATE ON DOCUMENT: ____/____/20____ TYPE OF NOTARIAL ACT: <input type="checkbox"/> Individual Acknowledgement <input type="checkbox"/> Representative Acknowledgement <i>Type of Representative Capacity:</i> _____  <input type="checkbox"/> Verification on Oath or Affirmation <input type="checkbox"/> Witness Signature <input type="checkbox"/> Certifying a Copy <input type="checkbox"/> Certifying an Act or Event Took Place <input type="checkbox"/> OTHER: _____	_____ FULL NAME  _____ Address  _____ City, State, ZIP Code  _____ SIGNATURE  _____ Type of Identification  _____ Identifying Numbers / Expiration  _____ Type of Document	I, _____, affirmed to the Notary Public that I am the person named in the document(s) and that I have signed as my free and voluntary act.
3	DATE OF NOTARIZATION: ____/____/20____ Time: ____ Location: ____  DATE ON DOCUMENT: ____/____/20____ TYPE OF NOTARIAL ACT: <input type="checkbox"/> Individual Acknowledgement <input type="checkbox"/> Representative Acknowledgement <i>Type of Representative Capacity:</i> _____  <input type="checkbox"/> Verification on Oath or Affirmation <input type="checkbox"/> Witness Signature <input type="checkbox"/> Certifying a Copy <input type="checkbox"/> Certifying an Act or Event Took Place <input type="checkbox"/> OTHER: _____	_____ FULL NAME  _____ Address  _____ City, State, ZIP Code  _____ SIGNATURE  _____ Type of Identification  _____ Identifying Numbers / Expiration  _____ Type of Document	I, _____, affirmed to the Notary Public that I am the person named in the document(s) and that I have signed as my free and voluntary act.



REPRESENTATIVE ACKNOWLEDGEMENT	VERIFICATION ON OATH OR AFFIRMATION	NOTARY PUBLIC / SIGNING AGENT ASSIGNMENT DETAILS	THUMB PRINT
I, _____, affirmed to the Notary Public that I am authorized to sign the document(s) as the _____ of _____ to be the free and voluntary act of such party.	I, _____, affirmed to the Notary Public that I am the person named in the document(s) and I swear or affirm that the statements I have made in the document(s) are true and correct.	BASIC NOTARY PUBLIC SERVICE: _____ _____ _____  NOTARY SIGNING AGENT SERVICE: ____ PAGES in loan package sent to notary by _____ (company that hired NSA) ____ DUPLICATE SET of loan docs handed to borrower(s) at signing. _____	
SIGNING NOTES: _____ _____			
I, _____, affirmed to the Notary Public that I am authorized to sign the document(s) as the _____ of _____ to be the free and voluntary act of such party.	I, _____, affirmed to the Notary Public that I am the person named in the document(s) and I swear or affirm that the statements I have made in the document(s) are true and correct.	BASIC NOTARY PUBLIC SERVICE: _____ _____ _____  NOTARY SIGNING AGENT SERVICE: ____ PAGES in loan package sent to notary by _____ (company that hired NSA) ____ DUPLICATE SET of loan docs handed to borrower(s) at signing. _____	
SIGNING NOTES: _____ _____			
I, _____, affirmed to the Notary Public that I am authorized to sign the document(s) as the _____ of _____ to be the free and voluntary act of such party.	I, _____, affirmed to the Notary Public that I am the person named in the document(s) and I swear or affirm that the statements I have made in the document(s) are true and correct.	BASIC NOTARY PUBLIC SERVICE: _____ _____ _____  NOTARY SIGNING AGENT SERVICE: ____ PAGES in loan package sent to notary by _____ (company that hired NSA) ____ DUPLICATE SET of loan docs handed to borrower(s) at signing. _____	
SIGNING NOTES: _____ _____			

October 10, 20xx

To Whom It May Concern,

My name is Jane Signer and I am the owner of 123 Cascade Street, Finite, WA 99999, a 185-acre private property known locally as Sunshine Ranch, and I am providing written permission for my two neighbors Hank and Holly Hunter unrestricted access to Sunshine Ranch to hunt & fish and for general recreation with non-motorized boats/vehicles - provided they pack out whatever they carry in.

Hank and Holly Hunter's contact info: 212 Clover Street, Amanda Park, WA 88888.  
Cellphone 333-333-3333 Email HappyHunters@asdf.com

Please call me if there are any issues.

Sincerely  
Jane Signer,  
555-555-5555

State of Washington  
County of Thurston

This record was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_, by\_\_\_\_\_.

-----  
Notary Public Signature

-----  
Printed Name of Notary Public

My appointment expires -----

October 10. 20xx

To Whom It May Concern,

My name is Jane Signer and I am the owner of 123 Cascade Street, Finite, WA 99999, a 185-acre private property known locally as Sunshine Ranch, and I am providing written permission for my two neighbors Hank and Holly Hunter unrestricted access to Sunshine Ranch to hunt & fish and for general recreation with non-motorized boats/vehicles - provided they pack out whatever they carry in.

Hank and Holly Hunter's contact info: 212 Clover Street, Amanda Park, WA 88888.  
Cellphone 333-333-3333 Email HappyHunters@asdf.com

Please call me if there are any issues.

Sincerely

Jane Signer,

555-555-5555

State of Washington  
County of Thurston

make sure  
venue is correct!

today's signing date!

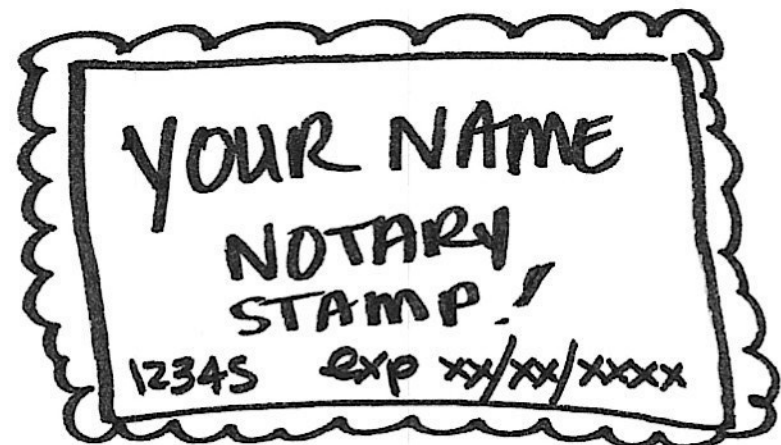
This record was acknowledged before me on this XX day of October,  
20XX, by JANE SIGNER

Your Name  
Notary Public Signature

YOUR NAME

Printed Name of Notary Public

My appointment expires xx/xx/xxxx





## CONSENT FOR INTERNATIONAL TRAVEL

October 5<sup>th</sup>, 20xx

To whom it may concern,

I, Rosemary Fudd, with a permanent address at 123 Cascade St, Finite, WA 99999, USA, declare to be the sole lawful parent/guardian of a minor male child, **ELMER JAY FUDD**, born on 10/01/2010 at Finite, Washington, in Thurston County,

- **Birth Certificate number 1122334455, issued from Finite, WA.**
- **American passport numbered 123456789 issued by U.S. Dept of State on 10/01/2020**

My minor son, ELMER JAY FUDD, has my authorization to travel to CAIRNS, AUSTRALIA with his scout troop to Kamerunga Scout Camp 281 Lower Freshwater Rd, Kamerunga QLD 4870, Australia. Postal Address: 32 Dixon Street Auchanflower Qld 4066. Phone: +61 4XX XXX XXX

This authorization shall remain in effect from 11/03/20xx to 12/29/20xx. During that period my child will have the consent to travel with the following person: Mr. Everett Leghorn, from Cartoon Campers Association and our local scout leader, with a permanent address at 123 Cartoon St, Finite, WA 99999, USA.

Mr. Everett Leghorn is carrying an American passport numbered 544332211 issued by U.S. Dept of State on 01/02/2019, and a Washington state drivers license number WDLZZZZZZ88B.

If I cannot be contacted during an emergency, please contact Casper T. Ghost, phone: +1 000-000-0000

If there are any questions regarding this document, I may be reached at: +1 555-555-1212.

ROSE MARY FUDD  
123 CASCADE ST.  
FINITE, WA 99999, USA

**Signature:** \_\_\_\_\_ **Date (MM/DD/YYYY):** \_\_\_\_\_  
Rosemary Fudd

State of WASHINGTON  
County of \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_ who proved to me on the basis of satisfactory  
evidence to be the person who appeared before me.

WITNESS my hand and official seal.

Notary Signature: \_\_\_\_\_  
Printed Notary Name \_\_\_\_\_  
(Notary Public for Washington)  
My Commission Expires: \_\_\_\_\_ (Seal)

## CONSENT FOR INTERNATIONAL TRAVEL

October 5<sup>th</sup>, 20xx

To whom it may concern,

I, Rosemary Fudd, with a permanent address at 123 Cascade St, Finite, WA 99999, USA, declare to be the sole lawful parent/guardian of a minor male child, **ELMER JAY FUDD**, born on 10/01/2010 at Finite, Washington, in Thurston County,

- **Birth Certificate number 1122334455, issued from Finite, WA.**
- **American passport numbered 123456789 issued by U.S. Dept of State on 10/01/2020**

My minor son, ELMER JAY FUDD, has my authorization to travel to CAIRNS, AUSTRALIA with his scout troop to Kamerunga Scout Camp 281 Lower Freshwater Rd, Kamerunga QLD 4870, Australia. Postal Address: 32 Dixon Street Auchenflower Qld 4066. Phone: +61 4XX XXX XXX

This authorization shall remain in effect from 11/03/20xx to 12/29/20xx. During that period my child will have the consent to travel with the following person: Mr. Everett Leghorn, from Cartoon Campers Association and our local scout leader, with a permanent address at 123 Cartoon St, Finite, WA 99999, USA.

Mr. Everett Leghorn is carrying an American passport numbered 544332211 issued by U.S. Dept of State on 01/02/2019, and a Washington state drivers license number WDLZZZZZZZ88B.

If I cannot be contacted during an emergency, please contact Casper T. Ghost, phone: 000-000-0000

If there are any questions regarding this document, I may be reached at: +1 555-555-1212.

ROSE MARY FUDD

123 CASCADE ST.

FINITE, WA 99999, USA

Signature: \_\_\_\_\_

*Rmfudd*  
Rosemary Fudd

Date (MM/DD/YYYY):

Oct 15, 20xx

State of WASHINGTON

County of THURSTON

Subscribed and sworn to (or affirmed) before me on this 15<sup>th</sup> day of October, 20 xx  
by ROSEMARY FUDD. who proved to me on the basis of satisfactory  
evidence to be the person who appeared before me.

WITNESS my hand and official seal.

Notary Signature: \_\_\_\_\_

*Your Name*  
YOUR NAME

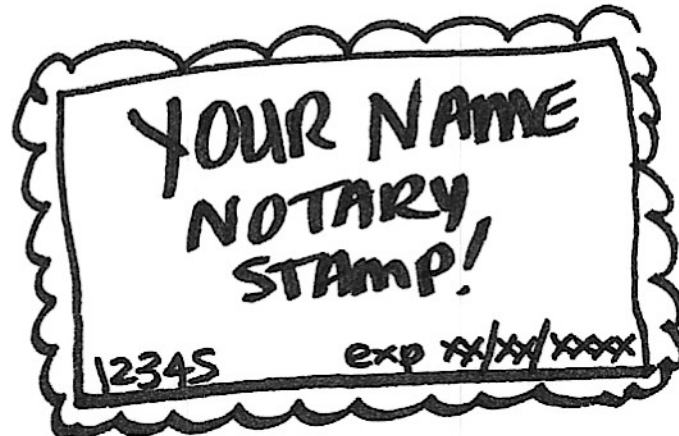
Printed Notary Name \_\_\_\_\_

(Notary Public for Washington)

My Commission Expires: \_\_\_\_\_

xx/xx/xxxx

(Seal)



## Washington State Law Requires a Notarial Certificate\* on Each Document to be Notarized

\*A NOTARIAL CERTIFICATE is a written statement, signed and sealed by the notary public, certifying the facts of the notarial act. The law prohibits notaries from choosing for you which certificate to use and from helping you to prepare or complete your documents. I am not a licensed attorney and have no authority to give advice on immigration, legal, or financial matters nor shall I accept fees for such. If your document does not already contain notarial language, you must please instruct me which notarial certificate you require for your document. Please choose which notarial certificate you require for your document 1-6. **YOU MUST PRINT ONE FOR EACH DOCUMENT TO BE NOTARIZED.**

1. **INDIVIDUAL ACKNOWLEDGEMENT:** Used when an individual signs and acknowledges on their own behalf. 42.45.030 (1) A notarial officer who takes an acknowledgment of a record shall determine, from personal knowledge or satisfactory evidence of the identity of the individual, that the individual appearing before the officer and making the acknowledgment has the identity claimed and that the signature on the record is the signature of the individual.
2. **REPRESENTATIVE ACKNOWLEDGEMENT:** Used when an individual signs and acknowledges on behalf of another party.
3. **VERIFICATION UPON OATH OR AFFIRMATION:** Used when an individual signs and swears to or affirms a statement. 42.45.030 (2) A notarial officer who takes a verification of a statement on oath or affirmation shall determine, from personal knowledge or satisfactory evidence of the identity of the individual, that the individual appearing before the officer and making the verification has the identity claimed and that the signature on the statement verified is the signature of the individual.
4. **WITNESSING OR ATTESTING TO A SIGNATURE:** Used when an individual signs or attests a signature. 42.45.030 (3) A notarial officer who witnesses or attests to a signature shall determine, from personal knowledge or satisfactory evidence of the identity of the individual, that the individual appearing before the officer and signing the record has the identity claimed.
5. **TRUE AND CORRECT COPY:** Used when you need us to certify that the copy is an exact photocopy of the original. Note, we are creating notarized photocopies, not certified copies. Certified copies must be issued by the entity who issued the original document. The photocopy should be made by the notary. 42.45.030 (4) A notarial officer who certifies or attests a copy of a record or an item that was copied shall compare the copy with the original record or item and determine that the copy is a full, true, and accurate transcription or reproduction of the record or item.
6. **WITNESS OR ATTEST TO AN EVENT OR ACT:** Used to certify that an event has occurred or an act has been performed, such as the inventory of the contents of a safe deposit box, etc.

To help deter fraud, Notaries cannot notarize certain documents, including:

- Birth, marriage, and death certificates: These vital records cannot be notarized in any state. In Washington, contact <https://doh.wa.gov/licenses-permits-and-certificates/vital-records> or the state of record.
- Articles of incorporation: These documents cannot be notarized in any state. In Washington, contact the Secretary of State <https://www.sos.wa.gov/#corporations-charities> or the state the business was formed.
- Blank documents: Notaries cannot notarize blank documents or documents without notarial language.
- Documents with white-out: Notaries will refuse to notarize documents with white-out.
- Documents where the notary is a party: Notaries cannot notarize documents where they have a direct or indirect financial interest.
- Documents where the notary's signature is required: Notaries cannot notarize their own signature.
- Translations: Notaries cannot certify the accuracy of a translation.

Notaries may also refuse to notarize documents if:

- The identity of the signer cannot be successfully verified with valid government-issued photo ID.
- The signer appears to be mentally incapacitated, does not understand the document, or is under duress.
- The notary's commission has expired.
- The notary is uncomfortable with the transaction or does not have sufficient qualification/training for request.

**NOTICE TO CUSTOMER RE NOTARY FEES AND TRAVEL FEE:** A notary travel fee is not required by the state of Washington however I want you to know that I do charge a travel fee as well as for document handling such as printing, copying, mailing, or expedited services. Per WAC 308-30-220, my notary fees are \$15 per notarization PLUS notary travel fee of \$50 and \$1 per mile roundtrip. ~Carmen Lane 360-280-0888 [www.CarmenLane.com](http://www.CarmenLane.com)



## INDIVIDUAL ACKNOWLEDGMENT

State of Washington

County of \_\_\_\_\_

This record was acknowledged before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Name Printed | Title: NOTARY PUBLIC

\_\_\_\_\_  
My appointment expires

**OLYMPIA NOTARY TRAINING**

**void - void- void**

**Intended for notary practice only!**

**OlympiaNotaryTraining.com | Carmen Lane LLC**

This notarization is attached to a \_\_\_\_\_

Making this page \_\_\_\_\_ of \_\_\_\_\_

## REPRESENTATIVE ACKNOWLEDGMENT

State of Washington

County of \_\_\_\_\_

This record was acknowledged before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_ as the \_\_\_\_\_

of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Name Printed | Title: NOTARY PUBLIC

\_\_\_\_\_  
My appointment expires

**OLYMPIA NOTARY TRAINING**  
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This notarization is attached to a \_\_\_\_\_

Making this page \_\_\_\_\_ of \_\_\_\_\_

## VERIFICATION UPON OATH OR AFFIRMATION

State of Washington

County of \_\_\_\_\_

Signed and sworn to or affirmed before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Name Printed | Title: NOTARY PUBLIC

\_\_\_\_\_  
My appointment expires

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Making this page \_\_\_\_\_ of \_\_\_\_\_



## WITNESSING OR ATTESTING TO A SIGNATURE

State of Washington

County of \_\_\_\_\_

Signed or attested before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Name Printed | Title: NOTARY PUBLIC

\_\_\_\_\_  
My appointment expires

**OLYMPIA NOTARY TRAINING**  
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This notarization is attached to a \_\_\_\_\_

Making this page \_\_\_\_\_ of \_\_\_\_\_

## TRUE AND CORRECT COPY

State of Washington

County of \_\_\_\_\_

I certify that this is a true and correct copy of a document in the possession of

\_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Name Printed | Title: NOTARY PUBLIC

\_\_\_\_\_  
My appointment expires

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This notarization is attached to a \_\_\_\_\_

Making this page \_\_\_\_\_ of \_\_\_\_\_

## WITNESSING OR ATTESTING TO AN EVENT OR ACT

State of Washington

County of \_\_\_\_\_

I certify that the event or act described in this document has occurred or been performed

on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Name Printed | Title: NOTARY PUBLIC

\_\_\_\_\_  
My appointment expires

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Making this page \_\_\_\_\_ of \_\_\_\_\_