

A Notary Certificate In 4 Simple Parts

By Kelle Clarke on December 16, 2015 in Notary News

Updated 11-27-17. Completing a notarial certificate seems like a straightforward task, but it can confuse Notaries. Here is a guide to the four main elements common to notarial certificates. Recognizing these elements will help you identify the portion of the document you're required to complete.

Part 1: The Venue

The venue refers to where the notarization takes place. The venue establishes the qualifications and authority of the Notary or notarizing officer performing the notarial act. Usually, the Notary is asked to write the name of the county and state in the appropriate blanks. However, some venue forms require the Notary to write in different location information, for example the city and state.

You may occasionally encounter documents that have the venue already filled in. Make sure it reflects the true location. If it does not, you'll need to correct the certificate.

VENUE

INDIVIDUAL ACKNOWLEDGMENT

State/Commonwealth of Wyoming } ss.
 County of Laramie
 On this the 18th day of July
Day Month
Pat R. Jones
Name of Notary Public

BODY

18th day of July, 2017, before me,
Day Month Year
Pat R. Jones, the undersigned Notary Public,
Name of Notary Public
 appeared Mary T. Richards
Name(s) of Signer(s)
☒ personally known to me – OR –
☐ proved to me on the basis of satisfactory evidence
 to be the person(s) whose name(s) is/are subscribed to the within instrument, and acknowledged to me that he/she/they executed the same for the purposes therein stated.

Part 2: The Body

The body includes the main information about the notarial act, including the name of the signer, the date of notarization, and important details about the notarial act itself.

These details describe the facts the Notary is certifying in the particular notarization. An example of acknowledgment wording in the body might read: "...On (today's date), (signer name) personally appeared before me and acknowledged executing the document."

Part 3: The Notary's Signature

There is always a space for you to sign. You should sign your name exactly as it appears on your Notary commission.

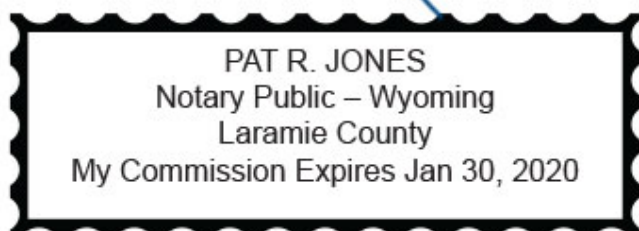
Part 4: The Notary's Seal

While not all states require Notaries to have a seal or stamp, most do. Placing the seal on a notarial certificate "authenticates" or establishes the genuineness of the notarial act. Typically, you will affix your seal next to your signature. Make sure it is clear and legible.

The wording on Notary certificates varies from state to state. Some states prescribe the exact wording while others require you to use a certificate that substantially complies with the statutory form. Whatever the requirements, you'll see these elements.

You can learn about Notary certificate wording for

NOTARY'S SEAL



Place Notary Seal/Stamp Above

SIGNATURE

WITNESS my hand and official seal.

Pat R. Jones

Signature of Notary Public

Pat R. Jones

Any Other Required Information

(Printed Name of Notary, Expiration Date, etc.)

your state from your state's Notary regulating agency website or your state's Notary handbook. Or check out the NNA's Notary Primers or U.S. Notary Reference Manual, which is a NNA member benefit. The NNA's Notary Essentials eLearning course guides you through all your state's requirements.

Kelle Clarke is a Contributing Editor with the National Notary Association.

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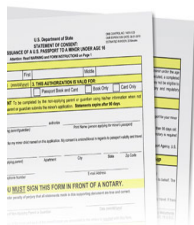
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