

Notary Public Information about a Credible Witness:

Intended as a Study Aid

A single credible witness is used for a notarization if the Notary Public personally knows the credible witness. **TWO** credible witnesses are used if they are unknown to the Notary Public.

Qualifications: Must be over 18 years of age, must not be named in nor benefit from the document(s) being signed, and must present valid, current identification. An oath may be required of a credible witness.

When are Credible Witnesses used?

No or expired identification of the signer. The credible witnesses are required to present their identification to the Notary Public, have their information entered in and sign the Notary Journal. They must also swear an oath that they personally know that the signer and the person, without identification, are the same. Additionally, the credible witnesses must include in their oath the fact that the signer does not have identification and that they understand it would not be possible to obtain it in the near future.

Signature by Mark. There is a witness statement that needs to appear on the document and both witnesses must also sign the document(s). They must witness the signing of the document(s) and one of them has to print the name of the signer on the document and also in the Notary Journal next to the signers "Mark". The credible witnesses are NOT required to present their identification to the Notary Public nor have their information entered in or sign the Notary Journal. (**DO IT ANYWAY!** but know that it isn't required per the Notary Public Handbook for the Exam).

(Consider that this type of document may be challenged more than a document that has a complete signature on it. Being called to court without any information about the credible witnesses is difficult for the Notary Public. A good business person would get identification and have them sign the Notary Journal. (you are not required to get a thumbprint but ask them please anyway)

Subscribing Witness and Proof of Execution

1. The principal signs the document
2. The document must **NOT** be one that requires a thumbprint
3. The principal has the Subscribing Witness watch the signing or tells the Subscribing Witness that it was signed
4. The Subscribing Witness also signs the document as a witness
5. The Subscribing Witness takes the document and a Credible Witness, who is personally known by the Subscribing Witness and the Notary Public, to the Notary Public for a Proof of Execution Certificate
6. The Credible Witness presents identification to the Notary Public who enters it in and has the Notary Journal signed
7. The Notary Public has the Credible Witness to swear that they can identify Subscribing Witness plus that the witness signed the document
8. The Subscribing Witness presents identification to the Notary Public who enters it in and has the Notary Journal signed
9. The Notary Public has the Subscribing Witness to swear that they saw or heard the principal sign the document and that they also signed as a witness
10. The Notary Public completes the Proof of Execution Certificate and attaches it to the front of the document