

## **Notarization Suggestions, Tips & Best Practices:**

Intended as a Study Aid

### Notary Journal:

1. Always write the identification down first. It is a \$10,000 fine making it supremely important data
2. When writing the ID in the Notary Journal also record the last 2 digits of the year of birth. This is NOT data that is required but may help you should you be asked to identify a signer in a Court situation
3. If necessary, because no label exists in your Notary Journal, update your ID column, in advance, with labels for expires (x) and issued (iss) so that those labels exist and make it easier for you to write in that data
4. Update your Notary Journal, in advance, with the Notary Fee amount (max is \$15) so that you don't forget to fill in that column. If you choose not to charge a fee, simply line through the entry and write 0 instead or any other amount. Initial the change.
5. Always capture the current address although it isn't data that is required. Since the address data isn't required you only have to write it once if the signer has more than one notarization
6. Keep a paper or Excel spreadsheet with your Notary Journals with any stored completed books. You'll need a number sequence that corresponds to the number for each book. Record 1<sup>st</sup> date in the Notary Journal and the last date. Place the paper or printed spreadsheet on top of stored used Notary Journals. Make sure that you have instructions on the back for whomever follows you to take all Notary Journals "in this stack" to the County Recorder's Office as soon as possible. Advise that the legal time limit for this to happen is no more than 30 days from your death. Add the address of the county Recorder's Office and your business card to the instructions

### Thumbprint:

1. Use inkless ink pads. They clean up well and last much longer than powder or real ink pads
2. Always **ASK** them "please may I have your right thumbprint" and obtain one for each signer. **KNOW** which documents require a right thumbprint and change your request to "I need a right thumbprint by law on this type of document". Since most documents don't require a right thumbprint you will only want to get one from the signer if he has multiple notarizations.