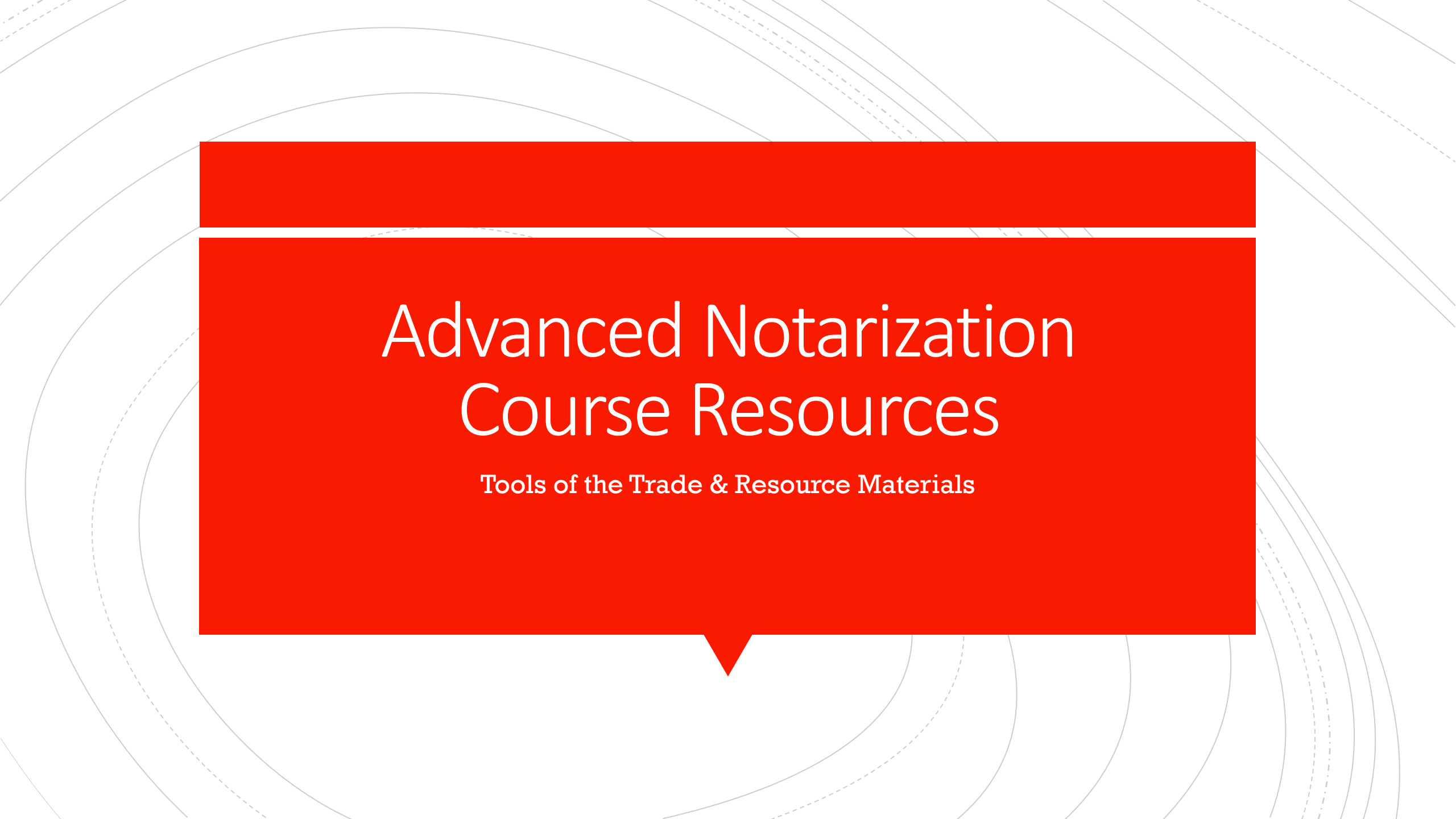


The background features a series of concentric circles in light gray, some solid and some dashed, creating a ripple effect. A large, solid red speech bubble is centered on the page, pointing downwards. The text is contained within this bubble.

Advanced Notarization Course Resources

Tools of the Trade & Resource Materials

For product details, click on title.

Inkless Thumbprinter



A thumbprint is one of the most reliable methods of verification for identifying a signer. An inkless thumbprinter can be used for capturing the signer's right thumbprint.

A signer's **thumbprint is optional in the state of Maryland;**

For product details, click on title.

Fingerprint Wiping Towels



Fingerprint wiping towels are offered to signers as a professional courtesy if their right thumb print is used in the identification process. Please note that taking a signer's right thumbprint is optional in the state of Maryland. If you choose to use this option, make sure that you hand them some type of hand towel that removes ink from their right thumb. Hand wipes can also be purchased from the Dollar Store.

Notary Best Practice and Procedure: Provide the signer with a fingerprint wiping towel to remove the ink from his/her finger.

For product details, click on title.

2020 NNA Keesing Documentchecker Guide



An essential guide for checking US and Canadian identification documents. All of the information you need for each ID is on one page in this easy-to-use spiral bound, lay-flat format.

For product details, click on title.

UV Authentication Pen

The Fraud Fighter™ UV Penlight is used to detect counterfeit currency, credit cards, driver licenses and other identifying documents like passports and visas.



For product details, click on title.

6" Ruler



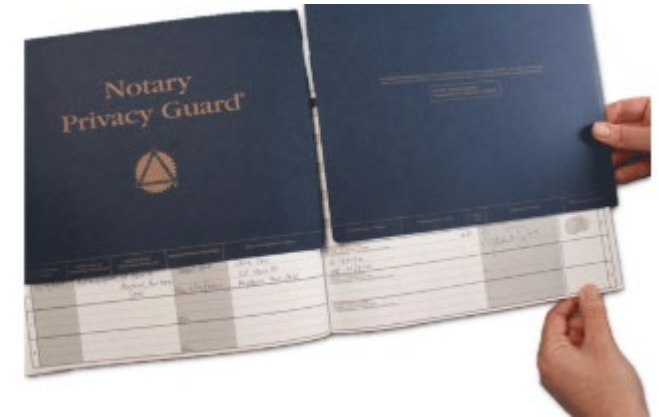
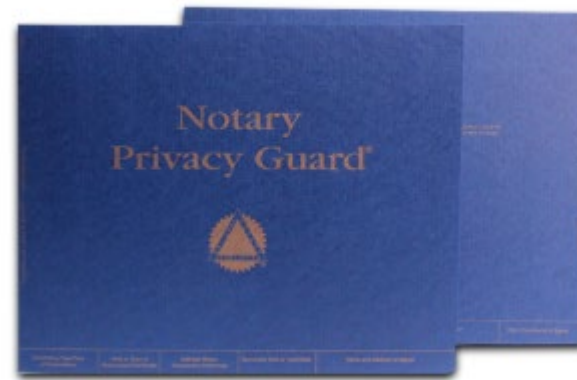
This 6" ruler is a great tool when performing "Notary As An Official Witness" type notarizations. According to the Maryland Notary Handbook, " **26.** How does a notary public act as an official witness? If a document presented for notarization does not contain a "notarial certificate" reflecting the taking of an oath or acknowledgment, a notary may witness the signing of the document in the Notary's official capacity as follows: . . ."

Simply draw 4 straight lines on the white area of the document. The lines should be filled in with the following information:

- (1) Signer's name
- (2) Date of notarization
- (3) Notary's signature
- (4) Notary commission expiration date. (If your expiration date is on your ink stamp, there is no need to manually include this on the document. For detailed instructions on capturing the 4 required pieces of information, [click here.](#))

For product details, click on title.

Notary Privacy Guard



Protecting confidential information in your NNA Notary journal is easy with this journal accessory. The Notary Privacy Guard® prevents signers from seeing sensitive information and also acts as a page marker in your journal.

For product details, click on title.

Embossment Inker



This simple-to-use device applies ink to the raised portion of your embossment, making it photographically reproducible. Makes your embossments legal seals in many states - many states require your seal embossments to be "inked" in order to be acceptable as a valid Notary seal. Ink pad measures 1-3/4". Not an Official Seal Stamp or Embosser.

Hand Sanitizer



To minimize the risk of catching germs, it is a good idea to sanitize your hands after visits to the client's home

For product details, click on title.

Journal/Fair Register

Electronic Journal

NotaryAct is the ideal product for professional notaries who are ready to capture the electronic recording of notarial acts embracing today's technology.



What records must a notary keep?

Each notary public is required by law to keep a *fair register* of all official acts performed. A *fair register* would include at least:

- A record of the name and address of each person coming before the notary;
- The date when they appeared;
- The method by which each person was identified to the notary;
- The type of official act (oath/affirmation, acknowledgment, protest, notary as an official witness);
- The type of document involved (deed, mortgage, lease, motor vehicle form, deposition, etc.);
- The fee charged; and
- Signature(s) of person(s) signing document.

Note: The records above are according to Maryland statute.

For product details, click on title.

Seals

1. Ink Stamp

2. Embosser



Seal – Embosser/Ink Stamp

1. Who furnishes the seal of office?

Each notary public must furnish, at his or her own expense, a seal of office. It is a public seal, even though the notary public purchases it. The notary public should use great care to see that it is not lost, stolen, or misused.

2. What must the seal contain?

The seal must be either an embosser which makes a raised impression in the paper or a rubber stamp which makes an ink impression upon the paper. Both are in general use throughout the State. Either type must contain the following:

- a. The name of the notary public as it appears on the notary's commission;
- b. The words **Notary Public**; and
- c. The County (or City of Baltimore) for which the notary was appointed.

The seal may also contain a symbol or device chosen by the notary public, but a symbol or device is not required and is not normally used.

For product details, click on title.

Errors and Omissions Insurance

Errors and Omissions Insurance in Maryland

Protects you financially should you be sued for making an unintentional mistake or if a false claim is filed against you.



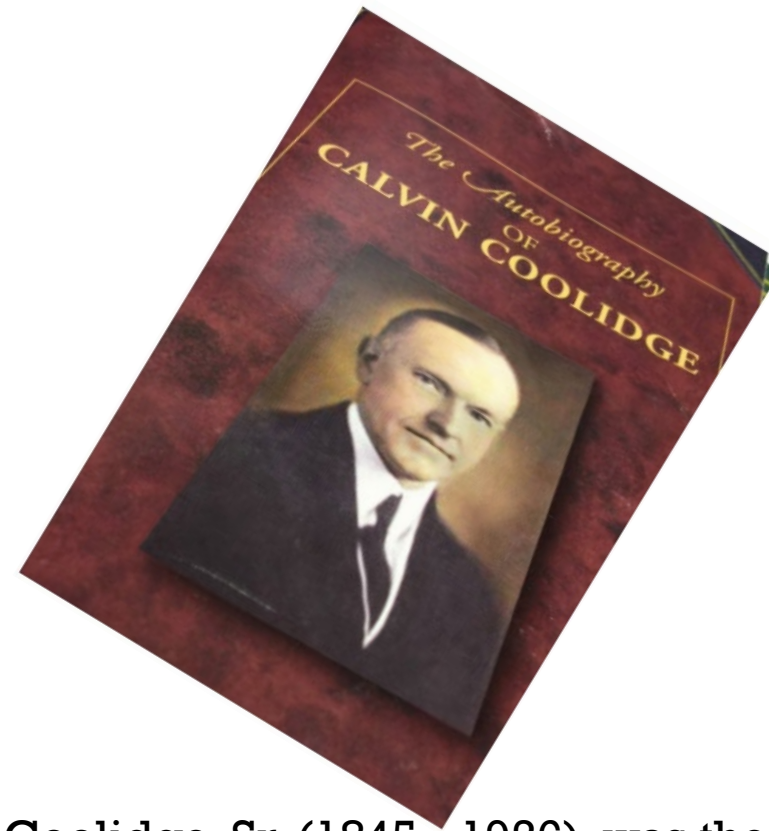
PROTECT YOURSELF FOR AS LITTLE AS \$2 A MONTH WITH AN E&O POLICY

Errors and Omissions Insurance protects you financially should you be sued for making an unintentional mistake or a false claim is filed against you.

Click here to view video on "[Notary Lawsuit Protection.](#)"

For product details, click on title.

The Autobiography of Calvin Coolidge



John Calvin Coolidge, Sr. (1845 - 1926), was the first Notary to administer the oath of office to the new President of the United States. The new President was John Calvin Coolidge, Sr.'s own son, Calvin Coolidge. Calvin Coolidge, the Vice President to President Warren G. Harding , was staying in Vermont when he received the word of Harding's untimely death. He took the oath of office before a Notary, his father, John Calvin Coolidge. For more information, read [Calvin Coolidge takes oath of office after Harding's death.](#)