



NOTARIZING DOCUMENTS EXERCISE

TRUSTWORTHY NOTARIZATION REQUIRES AN EXPERIENCED NOTARY!



MM Corporation requested John R. Doeharty, a potential employee, to get a copy of his degree from Colebrook University notarized. If John R. Doeharty presented a copy of this degree to you for notarization, how would you handle the notarization?

1. Would you notarize this document?
Yes or No
2. If you would not notarize this document, select the reason why you would not below:
 - a. It's a "copy" of a college degree.
 - b. It has no notarial wording
 - c. The Vice Chancellor did not sign the document
 - d. I would notarize the document.
3. If Vice Chancellor instead of John R. Doeharty brought you this document, would you notarize it? Yes or No
4. What type of notarization would be performed on this document?
 - a. Copy certification
 - b. Acknowledgment
 - c. Jurat
 - d. Official Witness

MIA - Colebrook University



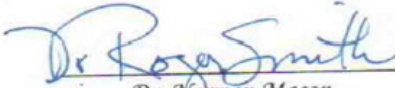
*The Senate of MIA-Colebrook University, USA,
by virtue of the power in it vested
Has conferred upon*

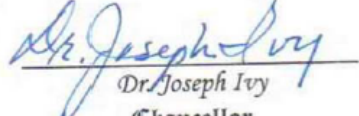
John R. Doeharty

*having satisfactorily completed all the statutory requirements,
The Degree of*

Doctor of Business Administration
In (Project Management)

*With All the rights, privileges and honors thereunto appertaining,
In witness whereof The seal of the University is hereto affixed,
This 8th day of August in the year 2010.*


Dr. Norman Macon
Vice Chancellor


Dr. Joseph Ivy
Chancellor

John Ross, a signer whom you do not know, brings a document to you for notarization. This notarization takes place in Charles County, Maryland. He presents his driver's license to you for identification.

1. What type of notarization would you perform?
 - a. Jurat
 - b. Official Witness
 - c. Acknowledgment
2. John already signed the document. Does he have to sign again? Yes or No
3. Is it okay to leave "ACCEPTED BY: & DATE blank? Yes or No
4. How would you fill in the notarial wording?

How would you fill in the notarial wording?

State of

County of

The foregoing instrument was acknowledged before me this 4th day of December, 9999, by who is personally known to me.

EGGER FEDERAL CREDIT UNION

MEMBERSHIP APPLICATION / SIGNATURE RECORD

BASIS FOR ELIGIBILITY: Parent -	
NAME: John Ross	DATE OF BIRTH: 01-01-1949
ADDRESS: 99 Golf Course Drive, Bowie MD 20721	ACCOUNT DESIGNATION: Savings
HOME PHONE: 301-336-0000	WORK PHONE: 202-425-1111
E-MAIL: jross@samplemail.net	
IDENTIFICATION: Driver's License	ACCOUNT PASSWORD: N/A

Have you previously had an account with EFCU in your own name? yes. If yes, what was the account number? 5949000

I HEREBY MAKE APPLICATION FOR MEMBERSHIP IN THE EGGER FEDERAL CREDIT UNION and agree to conform to the Terms and Conditions of its accounts, its By-Laws and all amendments thereof. I acknowledge receipt of a completed copy of the Terms and Conditions and disclosures covering Funds Availability, Electronic Funds Transfers, and Truth in Savings. I understand that membership is non-transferable.

NOTE: This form must be signed in the presence of a Credit Union Employee or a Notary Public.

SIGNATURE: John Ross

ACCEPTED BY: _____ DATE: _____

Account #: _____

L Name: _____

Suffix #: _____

State of _____

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____ who is personally known to me.

Notary Signature

John Ross, a signer whom you do not know, brings a document to you for notarization. This notarization takes place in Charles County, Maryland. He presents his driver's license to you for identification.

1. Assuming the blanks in the notarial wording have been filled in and the Notary has placed his/her signature, notary expiration date, and seal on the document, is this notarial wording accurate? Yes or No
2. At this point, all the blanks in the certificate wording have been filled in. The Notary signs his/her signature below the certificate wording. Does this complete the notarial act? Yes or No

How would you fill in the notarial wording?

State of

County of

The foregoing instrument was acknowledged before me this 4th day of December, 9999, by who is personally known to me.

EGGER FEDERAL CREDIT UNION

MEMBERSHIP APPLICATION / SIGNATURE RECORD

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IDENTIFICATION: Driver's License	ACCOUNT PASSWORD: N/A

Have you previously had an account with EFCU in your own name? yes. If yes, what was the account number? 5949000

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NOTE: This form must be signed in the presence of a Credit Union Employee or a Notary Public.

SIGNATURE: John Ross

ACCEPTED BY: _____ DATE: _____

Account #: _____
L Name: _____
Suffix #: _____

State of _____
County of _____
The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____ who is personally known to me.

Notary Signature

A document signer brings this document to you for notarization. How would you handle this notarization?

1. The "document wording" is written in another language. The "notarial wording" is written in English and absent of the word "sworn [or compelling truthfulness type language];" therefore, the Notary can assume an Acknowledgment type notarization is required. Based on the facts just presented, would you notarize this document? Yes or No
2. If the "notarial wording" is written in another language, would you notarize the document? Yes or No
3. If the document signer cannot speak English, would you notarize this document? Yes or No

Departamento del Tesoro
Servicio de Rentas Internas
Philadelphia, PA 19999

Fecha: 17 de noviembre de 2018

Contribuyente: Charley Brown Software Inc.
Numero de contribuyente:
Año fiscal: 2010

Yo certifico que la corporacion antes mencionada es una cororacion de los Estados Unidos de America y que es un residente de los Estados Unidos de America para propositos fiscales y de pago de impuestos en los Estados Unidos de America.

[Firmado]

Directora de Campo, Juan de Hernandez

STATE OF MARYLAND

SS:

County of: _____

I, _____, a Notary Public within the State of Maryland do hereby certify that this is a Spanish translation of the IRS certificate of residency for Charley Brown Software Inc. dated November 17, 2018

Given under my hand and seal on this ____ day of May _____.

Notary Public

A document signer brings this document to you for notarization. How would you handle this notarization?

4. Read the wording on the document beginning with "STATE OF MARYLAND" and ending with "Notary Public signature." Notarial wording for an acknowledgment-type notarization tells a story; where the notarization takes place, the date of the notarization, who appeared before you, how he/she/they were identified and that he/she/they signed the willingly. Which part of the story applies to this set of wording?
- The signer acknowledges his/her signature.
 - The wording describes the type of identification used.
 - The wording states that the signer personally appeared.
 - None of the above.
5. By examining this document thoroughly, check all the flaws in performing this notarization. [Check all that apply].
- Improper notarial wording
 - No acknowledgment of signer's personal appearance
 - No statement of method of identification
 - Notary has authority to certify Spanish translation
 - Notary can create notarial wording.
 - No statement of signer acknowledging his/her signature.

Departamento del Tesoro
Servicio de Rentas Internas
Philadelphia, PA 19999

Fecha: 17 de noviembre de 2018

Contribuyente: Charley Brown Software Inc.
Numero de contribuyente:
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Yo certifico que la corporacion antes mencionada es una cororacion de los Estados Unidos de America y que es un residente de los Estados Unidos de America para propositos fiscales y de pago de impuestos en los Estados Unidos de America.

[Firmado]

Directora de Campo, Juan de Hernandez

STATE OF MARYLAND

SS:

County of: _____

I, _____, a Notary Public within the State of Maryland do hereby certify that this is a Spanish translation of the IRS certificate of residency for Charley Brown Software Inc. dated November 17, 2018

Given under my hand and seal on this ____ day of May _____.

Notary Public

You are commissioned in Prince George's County. You traveled to Anne Arundel County to notarize a document for Jane Doe and Sarah Jones.

1. Select the steps in numerical order in which you would perform the notarization.

- _____ Complete the written information on the notarial certificate
- _____ Emboss or stamp notarial seal on document
- _____ Obtain the signer's primary identification, while assessing competency and willingness.
- _____ Examine the document and observe the signing of the document.
- _____ Record the details of the notarization in the journal which includes the signer's identification information.

2. Fill in the boxes below to complete the notarization correctly:

STATE OF MARYLAND

COUNTY SS:

Subscribed and sworn to before me this 23rd day of August, 2017, by

_____.

WITNESS my hand and official seal.

(Notary's Name)

Notary Public

State/Commonwealth of

County of

Acting in the County/Parish of

My Commission Expires: 99/99/9999

PROJECT AGREEMENT

I. Parties

This Agreement is made this 24th day of May 2011, between Jane Doe (sponsor) and Sarah Jones (composer) and among (name of first party) (Sponsor).

II. Project Administration

A. During and at the completion of the Residency Period, Sponsor agrees to:

1. provide its professional services as administrator of the this program,
2. facilitate and coordinate the exchange of information among all participants in this program,
3. meet periodically in person and by telephone with composer to plan, evaluate, and consider improvements to the program,
4. plan and carry out publicity for this program,
5. cultivate regular and consistent contact with local and regional constituencies.

Jane Doe (Sponsor)

Sarah Jones (Composer)

STATE OF MARYLAND

COUNTY SS:

Subscribed and sworn to before me this _____ day of _____ by

WITNESS my hand and official seal.

Notary Public
State/Commonwealth of
County of
Acting in the County/Parish of
My Commission Expires:

The signers of this document are: Tonya Miles [Signature of Owner/Renter] and Theresa Ballston [Signature of Parent/Legal Guardian of Student]. If you were presented this document for notarization, what would you do?

1. If Tonya Miles [owner/renter] and Theresa Ballston [legal guardian] brought this document to you already signed, would you have them sign it again in front of you? Yes or No
2. When presented this document, what type of notarization would you perform?
 - a. Official Witness
 - b. Acknowledgment
 - c. Jurat
 - d. Copy Certification
3. If a jurat-type notarization, why?
 - a. This is not a jurat-type notarization.
 - b. Compels awareness.
 - c. Compels truthfulness.
 - d. Compels willingness.

	Sample Middle School "Renewing the Promise" 2555 Sonol Street Temple Hills, Maryland 20748	 Office: (301) 925-2222 Fax: (301) 925-2223
Name(s) of Students(s) <i>Tera Ballston</i> N/A	Date of Birth 06-12-2000	Grade 5th
Street Address <u>4982 Long Terrace</u> Apartment No. <u>-</u>		
City <u>Fort Washington</u> State <u>Maryland</u> Zip Code <u>20799</u>		
It is understood that the parent/guardian of the above-named student(s) are seeking to enroll their child/children in the Sample County Public Schools. As long as the above-stated address is the bona fide residence of the student(s) and parent(s)/court-appointed guardian(s) the student will be allowed to enroll. In thirty days, the person enrolling the student will need to present official mail going to the address of the student with parents name and current address. If a change in the bona fide residence occurs, it is the responsibility of the parent(s)/legal guardian(s) and homeowner, to notify the school(s) immediately. Any attempt to falsify information shall result in withdrawal of the student, and the appropriate tuition charge shall assessed for each student found falsely enrolled in the Sample County Public Schools. The tuition for the school year ranges from \$5,000 for kindergarten to \$45,000 for special education services. As the homeowner(s) or renter(s) of the house or apartment at the address listed above, I/we acknowledge that the above-named individual and their school-age children are residing with me/us. They are residing with me/us in good faith and not solely for the purpose of attending public school in Sample County and avoiding non-tuition.		
Signature of Owner/Renter _____		Signature of Parent/Legal Guardian of Student(s) _____
I hereby certify on this ____ day of _____, 20____, the above subscribers personally appeared before me and made oath in due form of the law and that the foregoing facts are true to the best of their knowledge, information and belief, under penalty of perjury.		
My Commission Expires: _____		Notary Signature _____
Notary Seal		

The signers of this document are: Tonya Miles [Signature of Owner/Renter] and Theresa Ballston [Signature of Parent/Legal Guardian of Student]. If you were presented this document for notarization, what would you do?

4. If acknowledgment-type notarization, why?
 - a. This is not an acknowledgment-type notarization.
 - b. The signer acknowledges his/her signature.
 - c. The notary acknowledges the signer's signature
 - d. The signer acknowledges the notary's signature.
 - e. The signer compels truthfulness.
5. If Theresa brings you the document without Tonya and insists that she wants the document notarized, can you notarize it? Yes or No
6. If Official witness, why?
 - a. This is not an official witness-type notarization.
 - b. Compels competency.
 - c. The notary acknowledges the signer's signature.
 - d. This document requires copy certification
 - e. Compels competency

	Sample Middle School "Renewing the Promise" 2555 Sonol Street Temple Hills, Maryland 20748	 Office: (301) 925-2222 Fax: (301) 925-2223
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Name(s) of Student(s) <i>Tera Ballston</i> N/A	Date of Birth 06-12-2000	Grade 5th
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Street Address 4982 Long Terrace Apartment No. -

City Fort Washington State Maryland Zip Code 20799

It is understood that the parent/guardian of the above-named student(s) are seeking to enroll their child/children in the Sample County Public Schools. As long as the above-stated address is the bona fide residence of the student(s) and parent(s)/court-appointed guardian(s) the student will be allowed to enroll. In thirty days, the person enrolling the student will need to present official mail going to the address of the student with parents name and current address. If a change in the bona fide residence occurs, it is the responsibility of the parent(s)/legal guardian(s) and homeowner, to notify the school(s) immediately.

Any attempt to falsify information shall result in withdrawal of the student, and the appropriate tuition charge shall assessed for each student found falsely enrolled in the Sample County Public Schools. The tuition for the school year ranges from \$5,000 for kindergarten to \$45,000 for special education services.

As the homeowner(s) or renter(s) of the house or apartment at the address listed above, I/we acknowledge that the above-named individual and their school-age children are residing with me/us. They are residing with me/us in good faith and not solely for the purpose of attending public school in Sample County and avoiding non-tuition.

Signature of Owner/Renter _____ Signature of Parent/Legal Guardian of Student(s) _____

I hereby certify on this ____ day of _____, 20____, the above subscribers personally appeared before me and made oath in due form of the law and that the foregoing facts are true to the best of their knowledge, information and belief, under penalty of perjury.

My Commission Expires: _____ Notary Signature _____

Notary Seal

The signers of this document are: Tonya Miles [Signature of Owner/Renter] and Theresa Ballston [Signature of Parent/Legal Guardian of Student]. If you were presented this document for notarization, what would you do?

7. What verbal declaration would be appropriate for this type of notarization?
- ____ Do you solemnly affirm under the penalties of perjury, and upon personal knowledge that the contents of the foregoing paper (here the Notary Public should refer to the document to which the person is attesting to) are true?
 - ____ Do you solemnly affirm under the penalties of perjury, and upon personal knowledge that the contents of the foregoing paper (here the Notary Public should refer to the document to which the person is attesting to) are true?
 - ____ Is this your signature?
 - ____ Are you signing these documents willing?



Sample Middle School
"Renewing the Promise"
2555 Sonol Street
Temple Hills, Maryland 20748



Office: (301) 925-2222
Fax: (301) 925-2223

Name(s) of Student(s)
Tera Ballston
N/A

Date of Birth
06-12-2000

Grade
5th

Street Address 4982 Long Terrace Apartment No. -

City Fort Washington State Maryland Zip Code 20799

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Signature of Owner/Renter

Signature of Parent/Legal Guardian of Student(s)

I hereby certify on this ____ day of _____, 20____, the above subscribers personally appeared before me and made oath in due form of the law and that the foregoing facts are true to the best of their knowledge, information and belief, under penalty of perjury.

My Commission Expires: _____ Notary Signature _____

Notary Seal