

The Anatomy of a Notarial Certificate

[This is a breakdown of the 3 major components of a notarial certificate. Some of the items described may or may not appear in “notarial certificate wording.” It depends on the type of notarization. Note: This anatomy refers to an acknowledgment and jurat-type notarization.]

- **Venue** – Describes where the notarization took place.
 - State/Commonwealth
 - County/City of – Describes the specific county [or city] where notarization took place.
 - The state of Maryland is divided into counties and one “city”, the City of Baltimore. There is also a Baltimore County.
 - The following Latin abbreviation or term may appear opposite the venue.
 - SS: [An abbreviation of the Latin word *scilicet* which means in particular or namely]
 - To Wit – means namely
 - In other words, the notarization took place in the state of Maryland, in particular in Prince George’s County [the county where the notarization took place].
- **Statement of Particulars** – Describes what took place during the notarization. Not all of the items listed below will appear in the statement of particulars at one time.
 - Date notarization performed.*
 - Document date
 - Notary’s Name [Official Name of Notary signed when you were commissioned]
 - Notary’s Title [your title –Notary Public]
 - Appointment [County where Notary received commission.]
 - Signer’s Name [Name of signer who came before you.]
 - Wording which describes the type of notarization [Jurat, acknowledgment, official witness, other]*
 - Compels truthfulness – Jurat/Oath & Affirmations
 - Signer acknowledges signature – Acknowledgment
 - Certified True Copy – Copy Certification [Not A notarial act in state of Maryland; however . . .]
 - A notary public [in the state of Maryland] is required to provide a certified copy of any record in his or her office upon demand and upon payment of the \$2.00 fee. Ordinarily this would mean a certified copy of a record in his or her fair register of official acts. (See Part VII, Certified Copies, in the Maryland notary handbook.)
 - Certificate of dishonor – Protest
 - (See Part IX, Protest, in the Maryland notary handbook.)
 - Venue [State and county where notarization is taking place]
 - Method of identification [identification, personally known, or credible witness]
 - Name of document
 - Testimonium Clause - Attestation [to affirm the correctness or truth of]

- **Notary Certification** – Notary assures that the venue and statement of particulars as documented in the notarial certificate is accurate. The following items may be requested as part of the notary certification.
 - Notary's Signature*
 - Notary Appointment
 - Venue
 - Notary Seal*
 - Provides county information.
 - Provides state information.
 - Notary Commission expiration date.*

*Required information