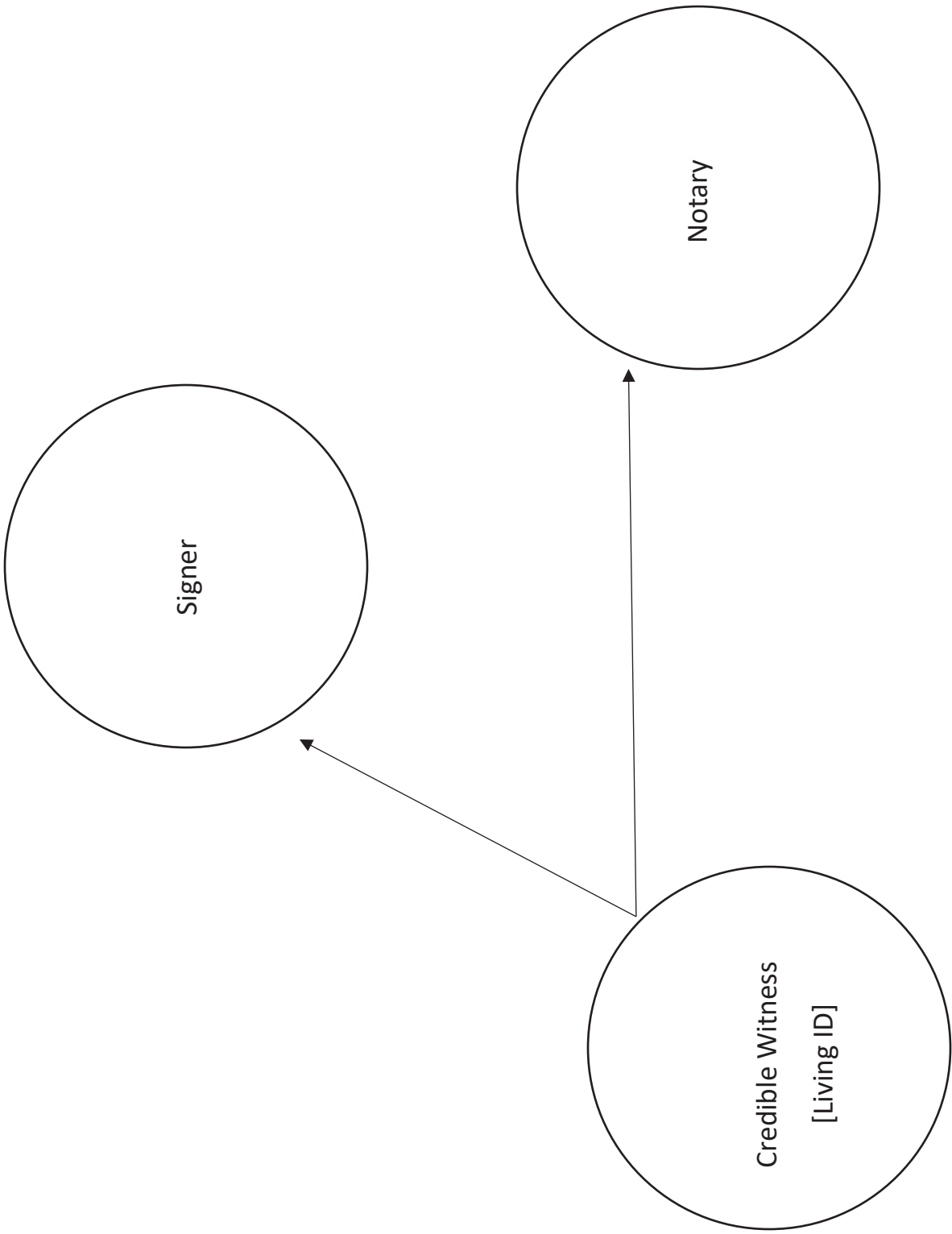


*Notary Public
Procedures
Package*

Credible Witness



Practical Solutions to Impractical Procedures

How to Ensure Practical Solutions:

- Read/know the notarial statutes.
- Keep a journal of all notarial acts.
- Always positively identify your document signers.
- Participate in refresher courses and other educational programs.

How Would You Handle These Impractical Situations?

1. You are employed by ABC Drapery Company. During your busiest work hour, a document signer requests 10 documents to be notarized. You cannot drop everything right then and there to notarize his/her signature. What do you do?
2. You are called by a mother and daughter to notarize a “will” for her father whose health is in question and you fear he might not be competent to sign. The daughter wants the documents notarized today. What do you do?
3. While screening the signer for identity, the signer presents a passport for identification. On the photo page of the passport, the picture ID is neatly pasted [not embedded] within the picture box. How would you proceed?
4. You are presented with a document with two (2) blanks in it. The blanks appear above the signer’s signature. The signer insists that the blanks must be left “unfilled” until the document is recorded. What do you do?
5. You perform at least 15 notarizations per day for different people. You are considering pre-stamping and signing your notarial certificates to save time. Is this really a viable option?

JOHN DOE'S MINING ORGANIZATION

Domestic Partnership Agreement & Affidavit

Employee: WARREN HOUSER SSN: 239-99-0000

Partner: JOE ARRINGTON SSN: 569-00-3284

The undersigned Employee and Partner ("We" or "Our") understand and acknowledge that every box set forth below shall be marked if applicable.

Employee and Partner, jointly and individually, do hereby declare and affirm under the pains and penalties of perjury as follows:

True False #

- | | | | |
|--------------|--------------|--------|---|
| <u> X </u> | <u> </u> | 1. | We are both 18 or more years of age with personal knowledge of the information set forth in this Agreement and Affidavit. |
| <u> X </u> | <u> </u> | 2. | We are not legally related to each other, by blood or affinity. |
| <u> </u> | <u> X </u> | 3 (a). | We currently share an intimate and personal relationship with each other. |
| <u> X </u> | <u> </u> | 3 (b). | We have shared this same intimate and personal relationship without interruption during the 24 months ending on the date hereof. |
| <u> X </u> | <u> </u> | 3 (c) | We also consent to our intimate and personal relationship in the absence of fraud or duress of any nature, sort or description whatsoever. |
| <u> </u> | <u> X </u> | 4. | Neither of Us has shared an intimate and personal relationship with any other person, at any time during the 24 months ending on the date hereof. |
| <u> </u> | <u> X </u> | 5. | Neither of Us has been married during the 24 months ending on the date hereof. |
| <u> </u> | <u> X </u> | 6 (a) | We currently are responsible for each other's personal welfare |
| <u> X </u> | <u> </u> | 6(b) | We have been responsible for each other's personal welfare at all times during the 24 months ending on the date hereof. |
| <u> X </u> | <u> </u> | 7. | We currently share the same actual and legal residence, and have shared the same actual and legal residence without interruption at all times during the 24 months ending on the date hereof. |

JOHN DOE'S MINING ORGANIZATION

- | True | False | # | |
|----------|----------|-----|--|
| ___ | <u>X</u> | 8. | Neither of Us has shared an actual or legal residence with any other person (other than a minor dependent) at any time during the 24 months ending on the date hereof; except as follows [state "Not Applicable" if appropriate]:

_____ |
| <u>X</u> | ___ | 9. | We jointly lease the shared legal and/or actual residence(s) described in Paragraph 7 above. If the shared residence is leased, a true, correct and <u>complete</u> copy of all such leases or rental agreements are attached to this Agreement and Affidavit. |
| ___ | <u>X</u> | 10. | We jointly own the shared legal and/or actual residence(s) described in Paragraph 7 above. If the shared residence is jointly owned, a true, correct and <u>complete</u> copy of all (i) deeds of conveyance and (ii) mortgages or deeds of trust are attached to this Agreement and Affidavit. |
| ___ | <u>X</u> | 11. | We have maintained one or more jointly owned checking or share draft accounts without interruption during the 24 months ending on the date hereof. If so, Employee and Partner have attached documents showing the existence and duration of such account or accounts, and certify without reservation that such documents are a true, correct and <u>complete</u> |
| ___ | <u>X</u> | 12. | We have maintained one or more joint credit card or other joint personal credit accounts without interruption during the 24 months ending on the date hereof. If so, Employee and Partner have attached documents to prove the existence and duration of such account or accounts, and certify without reservation that such documents are a true, correct and <u>complete</u> . |
| <u>X</u> | ___ | 13. | We each have a will or power of attorney pertaining to our respective health care decisions in the event of incapacity. If either of Us has made such a will or power of attorney, a true, correct and <u>complete</u> copy of each such will or power of attorney is attached to this Agreement and Affidavit. |
| <u>X</u> | ___ | 14. | We have each designated the other as primary beneficiary of survivorship for purposes of retirement benefits or policies of life insurance. If either of Use has made such a designation pertaining to the other, a true, correct and <u>complete</u> copy of each such designation is attached to this Agreement and Affidavit. |

JOHN DOE'S MINING ORGANIZATION

Terms of Agreement

Employee, Partner, and the John Doe's Mining Organization do further hereby covenant and agree as follows:

A. Reliance. Employee and Partner represent and warrant to the JOHN DOE'S MINING ORGANIZATION that each and every one of the statements set forth in the affidavit above are true, correct and complete, to the best of Our respective knowledge, best information and reasonable belief. We further acknowledge and agree that the JOHN DOE'S MINING ORGANIZATION may reasonably rely on the statements contained in that affidavit for any purpose, and without any further investigation or verification by the JOHN DOE'S MINING ORGANIZATION whatsoever.

B. False Statement & Misrepresentation. We understand and agree that _____ considers any willful misrepresentation or other false statement set forth in this Affidavit or Agreement as fraud, and that claims paid by the JOHN DOE'S MINING ORGANIZATION and other benefits obtained by Employee, Partner, or any third-party as a result of such fraud constitute the misappropriation of public funds.

C. Notice of Change In Status. Employee and Partner each are affirmatively obligated to inform the JOHN DOE'S MINING ORGANIZATION within 30 days in the event their domestic partnership ceases, for any reason, or in the event of any other such change in status or circumstances relating to the subject matter of the statements set forth above in this Affidavit and Agreement.

D. Taxes. We understand that declaring a domestic partnership and responsibility for each other's common welfare may have legal and tax implications under federal and Maryland law. We understand that if an employee receives health benefits, including medical, dental, vision and prescription, for a domestic partner, and if that domestic partner, and if that domestic partner is not a dependent of the employee under the Internal Revenue Code, that employee will be required to pay taxes on the value of the benefit. We also understand that we are encouraged to contact a tax advisor or an attorney regarding any tax or legal implications of domestic partner benefits, and that the JOHN DOE'S MINING ORGANIZATION has no responsibility

E. Disputes, Disciplinary Action & Setoff. Any dispute arising in connection with this Affidavit and Agreement, or the qualifications for or provision of benefits for Employee or Partner pursuant hereto, shall be subject to the administrative employment grievance procedures established by the JOHN DOE'S MINING ORGANIZATION, as amended from time to time, pursuant to the Merit System Rules. Without limiting any other remedy available to the JOHN DOE'S MINING ORGANIZATION, it is understood that any breach of this Affidavit and Agreement may constitute cause for dismissal or other disciplinary action with respect to Employee under the JOHN DOE'S MINING ORGANIZATION's Merit System Rules, collective bargaining agreements, or other laws and regulations as applicable. It is further

JOHN DOE'S MINING ORGANIZATION

understood that, in the event the JOHN DOE'S MINING ORGANIZATION pays any claim or other benefit to which Employee, Partner or Partner's dependents are not entitled, Employee and Partner shall be liable for immediate repayment thereof to JOHN DOE'S MINING ORGANIZATION and, without limiting any other remedy available to the JOHN DOE'S MINING ORGANIZATION, JOHN DOE'S MINING ORGANIZATION may offset and collect the amount of such liability directly against any salary or other form of compensation payable otherwise in favor of Employee.

F. Joint & Several Liability. Each and every liability or obligation of Employee or Partner, respectively, arising in connection with this Application and Agreement shall be deemed and construed for all purposes arising hereunder as the joint and several liability or obligation of both Employee and Partner.

G. Confidentiality. We understand this information will be held confidential and will be subject to disclosure only if either one of Us provides express written authorization or if otherwise required by law.

Employee's Signature

Date

Subscribed and sworn to before me this _____ day of, _____ 20____.

Notary Public

My commission expires _____

Domestic Partner's Signature

Date

Subscribed and sworn to before me this _____ day of, _____ 20____.

Notary Public

My commission expires _____

RESIDENTIAL LEASE – PRIVATE RESIDENCE

Facts and Questions

(1) Shirley Sample brings you this Residential Lease for notarization.	(2) The document was originally signed by Robert and Shirley Sample.	(3) Would you notarize this document?
(4) If you would not notarize this document, please explain why.	(5) If you would notarize this document, what type of notarization would you perform?	

This lease is made on the 21st day of April 2020. The Landlord hereby agrees to lease to the Tenant and the Tenant hereby agrees to rent from the Landlord the leased premises described below pursuant to the terms and conditions specified herein:

LANDLORD:	Mr. & Mrs. Sample	TENANTS(S):	Mr. and Mrs. Parker
Address:	999 Sample Ln, Bowie, MD 20721	Address:	914 Silver Drive, Hyattsville, MD 20785

1. Leased Premise. The Leased premise is described as: 3 bedrooms, kitchen, full bath, and den (walk out).
2. Term: Term of the lease shall be for a term of one year beginning on the 15th day of May 2020 and ending on the 30th day of April 2021. If Tenant remains in possession of the leased premise with the consent of the Landlord after the lease expiration date stated above, this lease will be converted to a month-to-month lease and each party shall have the right to terminate the lease by giving at least one month's prior written notice to the other party.
3. Rent. The monthly rental amount for the lease premises is \$1,500.00 per month. The rent payment must be paid by the 3rd day of each month at the Landlord's address listed above. The first month's rent is to be paid when tenant signs this lease. Landlord need not give notices to tenant regarding tenant's obligation to pay rent.
4. Occupants. The leased premises shall be occupied by the following persons only: Mr. Don Parker and Mrs. Olivia Parker and son, Ronnie Parker.
5. Utilities/Services: Tenant is responsible for the payment of all utilities and services, except for the following: repairs and major appliances – refrigerator, stove, dryer/washer, dishwasher – which shall be paid by the Landlord. Tenant is responsible for all damages to the property.
6. Additional Terms and Conditions. Agreed by both parties: No social gatherings on the property. HOA does not permit block parties or excessive noise after certain hours. Landlord will provide tenants with HOA Rules Book.

This lease is effective when Landlord delivers a copy signed by all parties to the Tenant. The parties have signed this agreement in duplicate on the day and year written above.

Mr. & Mrs. Sample

May 15, 2020

Landlord or Landlord's Authorized Agent

Don Parker

Olivia Parker

Tenant

Tenant

Top 5 Tried and Tested Situations for Serving Challenging Signers

Meeting the needs of challenging signers can be very difficult. Over the years, we have identified 10 tools to help you master even the most challenging of situations.

1. ***A Rose By Any Other Name*** ... Situation: A woman by the name of Rose Bush, comes into your office with a document to be notarized. Rose has recently been wed and has taken on the married name of Rose Gardener. The agency that requested this notarized document will not accept the document notarized in any other fashion and will not accept her signing a different name, including any a.k.a. signatures. All of her identification documents contain her maiden name, Rose Bush. The document is drafted with her married name and requires her to sign in her married name, Rose Gardener.

Solution: _____

2. ***Just Shooting the Breeze*** ... Situation: You are asked to drive to a hospital and notarize a patient's signature. The family and attorney are waiting for you with the patient. The attorney is doing all the talking and instructing. He informs you about what type of notarization the document requires. You look at the patient and see that he is conscious and looks well enough, but is staring blankly at the wall ahead. When you ask if the patient is competent, the attorney tells you yes, even though the patient will periodically yell, "Out, out damn spot!" while scratching his head.

Solution: _____

3. ***The Wonders Years*** Situation: A 16-year-old teenager, accompanied by his Mom, presents a document to you for notarization. He has a valid driver's license and his mother is in agreement with him having the document notarized.

Solution: _____

4. ***The X Files*** Situation: You work in a mail service center in a busy shopping center. One day a person comes in to have her movie contract notarized. She happens to be a stuntwoman and had an accident on the last movie she worked on. When jumping over five buses on roller blades while carrying her co-star, she fell and broke her arms and wrists. Both arms are in casts and elevated parallel to the ground. She can barely move her hand and cannot even sign her legal signature.

Solution: _____

5. ***Beyond Words*** ... Situation: You are asked to notarize for a person who is speech and hearing impaired. He needs to have a document notarized. Unfortunately, you do not understand sign language.

Solution: _____

Tools of the Trade

Notary Seals

Ink Stamp and Embosser Samples

Embosser



Ink Stamp



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

A Notary E&O policy protects you should you make an unintentional error or omission when notarizing that financially harms the public. An E&O policy can provide you protection for these and other possible losses and risks:

- Unintentionally violating the law while notarizing.
- Being named in a lawsuit even if you did nothing wrong.
- An imposter counterfeiting your commission information and forging your signature on a document without your knowledge.

Your policy will cover your legal defense by an attorney with expertise in Notary law in addition to your claim, legal fees and court costs, up to your policy coverage amount. And requires no deductible or repayment of losses.

We recommend you protect yourself for the length of your 4-year, Maryland Notary commission term.

NOTE: To upgrade or extend your current NNA E&O policy you **MUST** call us at 1-800-876-6827 so we can prorate your payment.

Maryland \$25,000 4-Years E&O Insurance
Protect yourself for the length of your Notary commission term.

\$108

Add to Cart

Maryland \$25,000 1-Year E&O Insurance
Minimum coverage recommendation.

\$30

Add to Cart

Or, you can choose the coverage option that best fits your individual needs:

Policy Limit

Select

▼

Policy Term

▼

Add to Cart

Get your **E&O** policy, journal, stamp and everything else you need in a
MARYLAND NOTARY SUPPLY PACKAGE

BECOME a Notary

RENEW as a Notary

Need immediate coverage? Call us at 1-800-US-NOTARY and place your expedited order with an NNA Customer Care representative.

<https://www.nationalnotary.org/maryland/insurance/errors-omissions>

Notary Starter Kit

<https://www.nationalnotary.org/maryland/become-a-notary/package>

Choose Your Notary Package

Renew your Maryland Notary commission with the nation's #1 provider of Maryland-required seals and supplies. The NNA makes it fast and easy.

<https://www.nationalnotary.org/home/search-results?searchText=maryland%20notary%20package>

Each supply package includes the required supplies. Standard and Complete packages include additional layers of security and convenience.

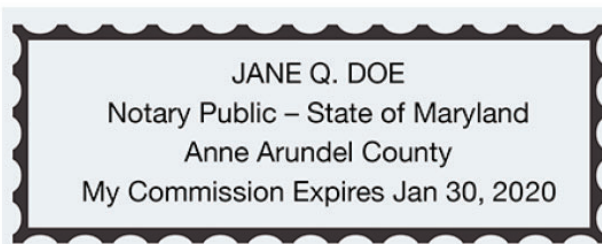
Step 1: Choose Your Maryland Notary Renewal Package

	Complete Notary <i>Complete Protection</i> Order Now	Standard Notary <i>Standard Practice Compliant</i> Order Now	Basic Notary <i>Just the Minimum</i> Order Now
Official Notary Seal Stamp*	✓	✓	✓
Basic Journal with Privacy Guard*	✓	✓	
4 Year Hotline Subscription Live expert assistance with Notary procedures	✓	✓	✓
Maryland \$25,000 4-Years E&O Insurance	✓		
Maryland \$25,000 1-Year E&O Insurance		✓	
*State Required	\$194 Order Now	\$116 Order Now	\$63 Order Now

Prices reflect savings over individual item purchase

Bonds, seals and other custom items with expedited shipping must be placed with a Customer Care representative and will be shipped separately. Please call 1-800-US NOTARY to place your expedited custom item order.

BONDS AND E&O POLICIES UNDERWRITTEN BY MERCHANTS BONDING COMPANY (MUTUAL), DES MOINES, IOWA. THE AGENT FOR ALL BONDS AND E&O POLICIES IS NNA Insurance Services, LLC



Sample Maryland Seal Stamp Impression