



NATIONAL
NOTARY
ASSOCIATION

The Guiding Principles

- i. The Notary shall serve all of the public in an honest, fair, and impartial manner.
- ii. The Notary shall act as an impartial witness and not profit or gain, nor attempt to profit or gain, from a notarial act, apart from the fee for the notarial act and any charge associated with the fee, if applicable.
- iii. The Notary shall require the appearance of each principal and witness identifying a principal, if any, in order to screen each for identity, willingness, and mental competence.
- iv. The Notary shall not execute a false or incomplete notarial certificate, nor perform a notarial act with respect to any document or transaction that the Notary believes is false, deceptive, or fraudulent.
- v. The Notary shall act with reasonable care and not provide unauthorized advice or services.
- vi. The Notary shall affix or attach an official seal to every notarial certificate and not allow the seal to be used by another.
- vii. The Notary shall record every notarial act in a bound paper or secure electronic journal and safeguard it as an important public record.
- viii. The Notary shall protect the privacy of each principal and not examine, copy, divulge, or use personal or proprietary information disclosed during the execution of a notarial act unless required by law.
- ix. The Notary shall obey all laws and official guidelines that pertain to notarial acts and follow recognized practice standards when they are silent.

- x. The Notary shall seek instruction on notarization, and keep current on the laws, official guidelines, and practice standards of the notarial office.