

Washington State Law Requires a Notarial Certificate* on Each Document to be Notarized

*A NOTARIAL CERTIFICATE is a written statement, signed and sealed by the notary public, certifying the facts of the notarial act. The law prohibits notaries from choosing for you which certificate to use and from helping you to prepare or complete your documents. I am not a licensed attorney and have no authority to give advice on immigration, legal, or financial matters nor shall I accept fees for such. If your document does not already contain notarial language, you must please instruct me which notarial certificate you require for your document. Please choose which notarial certificate you require for your document 1-6. **YOU MUST PRINT ONE FOR EACH DOCUMENT TO BE NOTARIZED.**

1. **INDIVIDUAL ACKNOWLEDGEMENT:** Used when an individual signs and acknowledges on their own behalf. 42.45.030 (1) A notarial officer who takes an acknowledgment of a record shall determine, from personal knowledge or satisfactory evidence of the identity of the individual, that the individual appearing before the officer and making the acknowledgment has the identity claimed and that the signature on the record is the signature of the individual.
2. **REPRESENTATIVE ACKNOWLEDGEMENT:** Used when an individual signs and acknowledges on behalf of another party.
3. **VERIFICATION UPON OATH OR AFFIRMATION:** Used when an individual signs and swears to or affirms a statement. 42.45.030 (2) A notarial officer who takes a verification of a statement on oath or affirmation shall determine, from personal knowledge or satisfactory evidence of the identity of the individual, that the individual appearing before the officer and making the verification has the identity claimed and that the signature on the statement verified is the signature of the individual.
4. **WITNESSING OR ATTESTING TO A SIGNATURE:** Used when an individual signs or attests a signature. 42.45.030 (3) A notarial officer who witnesses or attests to a signature shall determine, from personal knowledge or satisfactory evidence of the identity of the individual, that the individual appearing before the officer and signing the record has the identity claimed.
5. **TRUE AND CORRECT COPY:** Used when you need us to certify that the copy is an exact photocopy of the original. Note, we are creating notarized photocopies, not certified copies. Certified copies must be issued by the entity who issued the original document. The photocopy should be made by the notary. 42.45.030 (4) A notarial officer who certifies or attests a copy of a record or an item that was copied shall compare the copy with the original record or item and determine that the copy is a full, true, and accurate transcription or reproduction of the record or item.
6. **WITNESS OR ATTEST TO AN EVENT OR ACT:** Used to certify that an event has occurred or an act has been performed, such as the inventory of the contents of a safe deposit box, etc.

To help deter fraud, Notaries cannot notarize certain documents, including:

- Birth, marriage, and death certificates: These vital records cannot be notarized in any state. In Washington, contact <https://doh.wa.gov/licenses-permits-and-certificates/vital-records> or the state of record.
- Articles of incorporation: These documents cannot be notarized in any state. In Washington, contact the Secretary of State <https://www.sos.wa.gov/#corporations-charities> or the state the business was formed.
- Blank documents: Notaries cannot notarize blank documents or documents without notarial language.
- Documents with white-out: Notaries will refuse to notarize documents with white-out.
- Documents where the notary is a party: Notaries cannot notarize documents where they have a direct or indirect financial interest.
- Documents where the notary's signature is required: Notaries cannot notarize their own signature.
- Translations: Notaries cannot certify the accuracy of a translation.

Notaries may also refuse to notarize documents if:

- The identity of the signer cannot be successfully verified with valid government-issued photo ID.
- The signer appears to be mentally incapacitated, does not understand the document, or is under duress.
- The notary's commission has expired.
- The notary is uncomfortable with the transaction or does not have sufficient qualification/training for request.

NOTICE TO CUSTOMER RE NOTARY FEES AND TRAVEL FEE: A notary travel fee is not required by the state of Washington however I want you to know that I do charge a travel fee as well as for document handling such as printing, copying, mailing, or expedited services. Per WAC 308-30-220, my notary fees are \$15 per notarization PLUS notary travel fee of \$50 and \$1 per mile roundtrip. ~Carmen Lane 360-280-0888 www.CarmenLane.com

STATE OF WASHINGTON

COUNTY OF _____

1. INDIVIDUAL ACKNOWLEDGEMENT

This record was acknowledged before me on [date] _____ day of _____, 20____,
by [name(s) of individual(s)] _____.

2. REPRESENTATIVE ACKNOWLEDGEMENT

This record was acknowledged before me on [date] _____ day of _____, 20____,
by [name(s) of individual(s)] _____
as the [title(s)/type(s) of authority] _____,
for [name of party on behalf of whom record was executed] _____.

3. VERIFICATION UPON OATH OR AFFIRMATION

Signed and sworn to or affirmed before me on [date] _____ day of _____, 20____,
by [name(s) of individual(s)] _____.

4. WITNESSING OR ATTESTING TO A SIGNATURE

Signed and sworn to or affirmed before me on [date] _____ day of _____, 20____,
by [name(s) of individual(s)] _____.

5. TRUE AND CORRECT COPY

I certify that this is a true and correct copy of a [type of record] _____ in the possession
of [name(s) of individual(s)] _____,
on [date] _____ day of _____, 20____,

6. WITNESSING OR ATTESTING TO AN EVENT OR ACT

I certify that the event or act described in this document has occurred or been performed on [date] _____ day of
_____, 20____,

Signature of Notary Public for Washington

Printed Name of Notary Public

My Commission Expires [MM/DD/YYYY]