

Appendix V - Glossary of Notarial Terms

Acknowledge: To admit the existence of truth of a statement and accept responsibility.

Acknowledgment: A formal declaration before a notary public that the instrument presented is the free and voluntary act of the party executing it and the signatures on the document are genuine.

Administer: To give or apply in a formal way.

Affidavit: A signed statement made under oath or affirmation.

Affirmation: An oral or written declaration made by a person who has an objection to taking oaths, certifying that under penalty of perjury the declarations are true.

Affix: To secure (an object) to another; to attach; add to.

Apostille: A type of authentication of an official document or the official status of a notary or government official who has authenticated or certified a document. In the United States an apostille is typically prepared by Secretaries of State. Typically when an official record or document is going to be presented to a foreign court or authority, a government office in the issuing country (i.e. a Secretary of State) upon request, will prepare and attach an apostille to the document as an additional form of authentication.

Appointment: The act of designations for an office or position.

Authenticate: To prove or verify as genuine.

Certificate: 1) A document testifying to fact, qualification, or promise; or 2) A written statement legally authenticated.

Civil Liability: The responsibility and obligation to make compensation to another person for damages caused by improper performance of duties and acts.

Commission: A document describing the notary's appointment and term of office.

Credible Witness: A believable witness worthy of confidence. It creates a chain of personally known individuals from the notary public to the signer of a document.

Instrument: A legal document that establishes or transfers property rights, such as a real estate deed, last will and testament, trust or bill of sale. Instruments, such as real estate deeds, are typically recorded and available for public inspection and reliance.

Jurat: Latin for "it has been sworn". A certificate (typically completed by a notary) added to an affidavit or document stating when, before whom and where it was made.

Jurisdiction/Venue: The locality where a cause of action occurs, the state and/or county where a notarization takes place.

Misconduct: Behavior not conforming to prevailing standards of law.

Misdemeanor: An offense of lesser gravity than a felony for which punishment may be a fine or imprisonment.

Oath: Oral or written appeals before God that the declarations made are true.

Official Seal: Rubber stamp or embosser that conforms to the laws and rules.

Personally Known: Familiarity with an individual resulting from interactions with that individual over a period of time sufficient to verify that the individual has the identity claimed.

Power of Attorney: A legal instrument authorizing one to act as another's agent or attorney.

Revoke: To cancel or rescind.

Swear/Sworn: To make a solemn promise; to vow, usually before God.

Verification: A confirmation of the truth of a theory or fact.

Witness: A person who watches an event take place.

Appendix VI - Notary Guide Version History

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