

5 STEPS TO A PROPER Notarization



1 Require personal appearance

Almost every state requires the signer to appear in person.

2 Check the document

See if it is complete and has no blanks. Also look for certificate wording that will tell you what type of notarization to perform.



3 Screen the signer and verify facts

Identify the signer using approved methods. Make sure they are acting of their own free will. If so, complete the required notarial act.

4 Record your journal entry

Most states require or recommend that you record details in case a notarization or document is questioned.



5 Complete the notarial certificate

Make sure it conforms to your state's requirements and all the details are filled in and correct. Then sign it and affix your official seal stamp or seal embossment.

