

Oral Ceremony....

The Notary must perform the appropriate oral ceremony for every notary act; this is mandatory. You may use the following.

Oath *"Do you solemnly swear, under the penalties of perjury, that the statements contained herein are true, so help you God?"*

Affirmation *"Do you affirm, under the penalties of perjury, that the statements made herein are true?"*

Acknowledgement *"Do you acknowledge that this is your signature and that you understand and willfully signed this document?"*

Oath given to a credible witness *"Do you solemnly swear that (person making the acknowledgment or oath) is the person named in the document; that (person making the acknowledgment or oath) is personally known to you; that it is your reasonable belief that the circumstances of (person making the acknowledgment or oath) are such that it would be very difficult or impossible for him to obtain another form of identification; that (person making the acknowledgment or oath) does not possess any of the acceptable identification documents; and that you do not have a financial interest nor are you named in the document, so help you God?"*

12 Step Notary Checklist

1. Obtain the proper identification from all document signers. Discuss and collect fee, if any.
2. Examine the document. Check to see if there have been any alterations and that no blanks are left unfilled. If there are blanks, cross them out and have the signer initial. Do not use correction fluid.
3. Determine whether or not the signer understands the document. Signer must understand the intention of the document before notarization may take place. If necessary, read the document to any signer who cannot read, does not appear to understand, or is disabled.
4. Be sure the date of the signature is not later than the date of the notarization.
5. Ensure that all document signers appear before the notary. If all parties cannot be present, your certificate should reflect exactly which parties appeared before you. Those not present will need to obtain a separate certificate for their signatures.
6. Have all parties sign your journal exactly as they signed or will sign the document.
7. Obtain all information necessary to keep appropriate records.
8. Complete the entry in the notary journal.
9. Be sure the facts stated in the notarial certificate are accurate.
10. Have all signers sign the document or acknowledge having signed it previously, whichever is called for. This includes performing the oral ceremony, which is mandatory.
11. Complete the notarial certificate.
12. Keep the document content confidential.