

NOTARY WORDING

What you should look for in a document before you notarize:

The proper notary wording (Certificate of Notarial Act)

Step 1: Venue

- All documents need a venue
- The venue is the geographic location where the notarization is taking place
 - State and County
- You are responsible for the venue being correct

Venue Wording:

State or Commonwealth of Pennsylvania
County of _____

Step 2: Notary Statement

- The notary statement determines which notary act you are completing
- The most common notary acts are verifications on oath or affirmation and acknowledgments
- New with RULONA is witnessing or attesting a signature

Verification on Oath or Affirmation:

Signed and sworn to (or affirmed) before me on _____ by _____.

Sworn to and subscribed before me this _____ day of _____, 20____. *

Acknowledgment:

This record was acknowledged before me on _____
by _____.

On this, the ____ day of _____, 20____, before me _____, the undersigned officer, personally appeared _____, known to me (or satisfactorily proven) to be the person__ whose name__ subscribed to the within instrument, and acknowledged that __he__ executed the same for the purposes therein contained. *
In witness whereof, I hereunto set my hand and official seal.

Witnessing or Attesting a Signature:

Signed (or attested) before me on _____
by _____.

* These notary statements pre-date RULONA. They are not obsolete.

NO NOTARY WORDING

Ask the customer which notary act they want you to perform

- Describe verification on oath or affirmation, witnessing or attesting a signature and acknowledgment
- Do not give advice or make decisions for the customer

**I can't notarize the document the way it is, because there isn't any notary wording.
I can offer you options and allow you to choose:**

Verification on oath or affirmation – You would swear or affirm that the contents of the document are true and sign in my presence.

Acknowledgment – I would confirm your understanding and willingness to sign the document. I would also need to confirm your signature.

Witnessing or attesting a signature – You would simply sign the document in my presence.

If the customer cannot choose a notary act

- Refuse to notarize

If the customer can choose a notary act

- Ask for permission to add or attach the notary wording

Suggested notation for the Remarks column in your journal:

No notary wording on document. The customer chose _____.

(Verification on oath or affirmation, witnessing or attesting a signature, acknowledgment)

