

**500 Certificates for Notarial Acts.**

The party drafting a document for notarization is responsible for the form of the certificate, its wording and legal sufficiency. A notary public is not required to draft, edit or amend a certificate where the document presented does not contain an acceptable certificate; the notary shall instead, refused to notarize the document pursuant to Rule 206.

**501 General Acknowledgment.**

A notary shall use a certificate in substantially the following form in notarizing the signature or mark of persons acknowledging for themselves or as partners, corporate officers, attorneys in fact, or in other representative capacities:

State of \_\_\_\_\_

County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned notary, personally appeared \_\_\_\_\_ (fname of document signer), (personally known to me) (proved to me through identification documents allowed by law, which were \_\_\_\_\_,) (proved to me on the oath or affirmation of \_\_\_\_\_, who is personally known to me and stated to me that (he)(she) personally knows the document signer and is unaffected by the document,) (proved to me on the oath or affirmation of \_\_\_\_\_ and \_\_\_\_\_, whose identities have been proven to me through documents allowed by law and who have stated to me that they personally know the document signer and are unaffected by the document,) to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he)(she) signed it voluntarily for its stated purpose(.) (as partner for \_\_\_\_\_, a partnership.) (as \_\_\_\_\_ for \_\_\_\_\_, a corporation.) (as attorney in fact for \_\_\_\_\_, the principal.) (as \_\_\_\_\_ for \_\_\_\_\_, (a)(the) \_\_\_\_\_.)

\_\_\_\_\_  
\_\_\_\_\_  
(official signature and seal of notary)

**502 — Jurat.**

A notary shall use a jurat certificate in substantially the following form in notarizing a signature or mark on an affidavit or other sworn or affirmed written declaration:

State of \_\_\_\_\_

County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned notary, personally appeared \_\_\_\_\_ (name of document signer), (personally known to me) (proved to me through identification documents allowed by law, which were \_\_\_\_\_,) (proved to me on the oath or affirmation of \_\_\_\_\_, who is personally known to me and stated to me that (he)(she)personally knows the document signer and is unaffected by the document,)(proved to me on the oath or affirmation of \_\_\_\_\_ and \_\_\_\_\_, whose identities have been proven to me through documents allowed by law and who have stated to me that they personally know the document signer and are unaffected by the document,) to be the person who signed the preceding or attached document in my presence and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of (his)(her) knowledge and belief.

\_\_\_\_\_  
\_\_\_\_\_  
(official signature and seal of notary)

**503 — Signature Witnessing.**

A notary shall use a certificate in substantially the following form in notarizing a signature or mark to confirm that it was affixed in the notary’s presence without administration of an oath or affirmation.

State of \_\_\_\_\_

County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned notary, personally appeared \_\_\_\_\_ (name of document signer), (personally known to me)(proved to me through identification documents allowed by law, which were \_\_\_\_\_,) (proved to me on the oath or affirmation of \_\_\_\_\_, who is

~~personally known to me and stated to me that (he)(she) personally knows the document signer and is unaffected by the document,)~~ (proved to me on the oath or affirmation of \_\_\_\_\_ and \_\_\_\_\_, whose identities have been proven to me through documents allowed by law and who have stated to me that they personally know the document signer and are unaffected by the document,) to be the person who signed the preceding or attached document in my presence.

\_\_\_\_\_  
\_\_\_\_\_  
(official signature and seal of notary)

**504—Signer by Mark and Person Unable to Sign.**

~~Certificates in Sections 501, 503 and 503 of this Chapter~~ may be used for signers by mark or persons physically unable to sign or make a mark if:

- (1) for a signer by mark, the notary and 2 witnesses unaffected by the document observe the affixation of the mark, both witnesses sign their own names beside the mark, and the notary writes below the mark: “Mark affixed by (name of signer by mark) in presence of (names and addresses of 2 witnesses) and undersigned notary ; or
- (2) for a person physically unable to sign or make a mark, the person directs the notary to sign on his or her behalf in the presence of the person and 2 witnesses unaffected by the document, both witnesses sign their own names beside the signature, and the notary writes below the signature: “Signature affixed by notary in presence of (names and addresses of person and 2 witnesses).

**505—Other Certificates.**

~~Other certificates authorized by law and certificates in substantially conformity with this Chapter not expressly prohibited by law may also be utilized.~~