### Performing Notarial Acts

#### Notary Act

A notarial act in which a Notary certifies having positively identified a document signer who has signed the document freely.

#### Witnessing or Attesting Signature

In witnessing or attesting a signature, the Notary must determine, either from personal knowledge or satisfactory evidence, that the signature is that of the person appearing before the Notary. Witnessing a signature may be used in circumstances where the date of signing is of crucial importance.

#### Oath & Affirmation

**Oath:** Spoken, solemn promise to a Supreme Being that is made before a Notary in relation to a jurat or as a notarial act in its own right.

**Affirmation:** Spoken, solemn promise on one's personal honor, with no reference to a Supreme Being, that is made before a Notary in relation to a jurat or as a notarial act in its own right.

#### Oath:

"You do swear that the statements of this Affidavit, by you subscribed, are true. So help you God."

#### Affirmation:

"You do affirm that the statements of this Affidavit, by you subscribed, are true, and this you do under the penalties of perjury."

### Steps

1. **Oath:**
   - a. The signer personally appears before the Notary.
   - b. The Notary positively identifies the signer.
   - c. The Notary scans the document.
   - d. The Notary makes or supervises the making of the photocopy.
   - e. The Notary records a journal entry for the transaction.
   - f. The Notary affixes the certificate to the first page of the copy.

2. **Affirmation:**
   - a. The signer personally appears before the Notary.
   - b. The Notary positively identifies the signer.
   - c. The Notary scans the document.
   - d. The Notary makes or supervises the making of the photocopy.
   - e. The Notary records a journal entry for the transaction.
   - f. The Notary affixes the certificate to the first page of the copy.

### Examples

#### Individual Acknowledgment Certificate

**State of Minnesota**

**County of _________________________**

I certify that this is a true and correct copy of a document in the possession of ___________.

**Signature of Notary**

My Commission Expires ___________.

**State of Minnesota**

**County of _________________________**

I certify that this is a true and correct copy of a document in the possession of ___________.

**Signature of Notary**

My Commission Expires ___________.

#### Copy Certification Certificate

**State of Minnesota**

**County of _________________________**

I certify that this is a true and correct copy of a document in the possession of ___________.

**Signature of Notary**

My Commission Expires ___________.

#### Verification upon Oath or Affirmation (Jurat) Certificate

**State of Minnesota**

**County of _________________________**

Signed and sworn to (or affirmed) before me this ___ day of ________.

**Signature of Notary**

My Commission Expires ___________.

#### Affidavit and Memorandum of Agreement

**State of Minnesota**

**County of _________________________**

Signed or attested before me on ______________(date) by ________________.

**Signature of Notary**

My Commission Expires ___________.

**State of Minnesota**

**County of _________________________**

Signed or attested before me on ______________(date) by ________________.

**Signature of Notary**

My Commission Expires ___________.

#### Witnessing or Attesting Signature Certificate

**State of Minnesota**

**County of _________________________**

Signed or attested before me on ______________(date) by ________________.

**Signature of Notary**

My Commission Expires ___________.

**State of Minnesota**

**County of _________________________**

Signed or attested before me on ______________(date) by ________________.

**Signature of Notary**

My Commission Expires ___________.

#### Representative Acknowledgment Certificate

**State of Minnesota**

**County of _________________________**

This instrument was acknowledged by me on ______________ (date) by ________________.

**Signature of Notary**

My Commission Expires ___________.

**State of Minnesota**

**County of _________________________**

This instrument was acknowledged by me on ______________ (date) by ________________.

**Signature of Notary**

My Commission Expires ___________.

#### Certification of Oath

**State of Minnesota**

**County of _________________________**

Oath:

"You do swear that the statements of this Affidavit, by you subscribed, are true. So help you God."

Affirmation:

"You do affirm that the statements of this Affidavit, by you subscribed, are true, and this you do under the penalties of perjury."

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3/20/2006
See reverse side for:

1. Acknowledgments
2. Certified Copies
3. Jurats
4. Witnessing or Attesting Signature
5. Oaths & Affirmations
6. Protests

**Individual Acknowledgment**

The Individual Acknowledgment certificate is used when an individual is signing and acknowledging his or her own behalf. Optional sections are included at the bottom of the form for the benefit of persons relying on the attached document, and to make fraudulent reattachment of the form more difficult. These entities are not required by law. Failure to fill out these sections will not affect the validity of the certificate.

**Instructions:**

1. **NAME OF STATE AND NAME OF COUNTY** where Notary performs notarization.
2. **DATE OF NOTARIZATION.** Actual date, month, day, and year in which signer appears before Notary.
3. **NAME OF NOTARY.** Printed exactly as name appears on commissioning papers, in seal, and in signature.
4. **NAME(S) OF SIGNER(S) appearing before Notary. Initials and spelling shall agree with name signed on document and ID cards.
5. **SIGNATURE OR IDENTIFICATION.** Check the first box if Notary identifies signer(s) through either (a) identification documents (ID cards) or (b) oath of a personally known credible witness.
6. **NUMBER AND NATURE OF SIGNER(S).** Cross out letters and words that do not apply: personal, name(s), oath, bond. Initial or circle words that apply, to agree with the number and gender of signer(s) to sign.
7. **SIGNATURE OR IDENTIFICATION.** Exactly as name appears on commissioning papers and in seal.
8. **OTHER INFORMATION REQUIRED BY STATE LAW.** Printed name.
9. **NOTARY SEAL IMPRINT** and any other stamp clearly and legibly affixed.
10. **SPACES 11–15 ARE OPTIONAL.** Omittance of the information here will not affect the document’s validity. However, completing these spaces can deter fraudulent reattachment of certificate to an unnotarized document.
11. **TITLE OR TYPE OF DOCUMENT.** The type, title, or description of the document being notarized.
12. **DATE OF DOCUMENT** (notarized). Note that not all documents will have a date, usually at the top or following the signature. If none, insert “No Date.”
13. **NUMBER OF PAGES** in notarized document. Do not cross out the certificate as a page. (However, the certificate will be regarded as a page by recording officials in assessing recording fees.)
14. **SIGNER(S) OTHER THAN NAMED IN SPACE 8.** Since some signatures might not be named on the same notarial certificate, insert name(s) of other signer(s) here that appear(s) or will appear on other certificates — as many as space allows. If none, insert “No Other Signers.”
15. **RIGHT THUMPRINT OF SIGNER:** Having the signer affix a thumbprint on the certificate can prevent fraud and forgery.

**Jurat With Affiant Statement**

If no other format is prescribed, this certificate may be used when an individual is signing and swearing (or affirming) that certain written statements are true.

The text space provided (lines 1–7) are available for a document signer to type or neatly print (in ink) a written statement. This portion of the certificate should not be completed by the Notary. A person completing any of lines 1–7 must sign this form in the presence of the Notary, who would also administer an oath or affirmation.

If this Jurat is to be attached to another document, then the Notary should cross out lines 1 through 8. The signer will affix a thumbprint on the certificate and not on this certificate, in the Notary’s presence.

The optional section at the bottom is to make fraudulent reattachment of the form more difficult. The insertions in “Further Description of Any Attached Document” and “Right Thumbprint of Signer” are not required by law. Failure to fill out these sections will not affect the validity of the certificate.