

Notary Public Manual

CHAPTER 6. GENERAL REQUIREMENTS FOR NOTARIAL ACTS

Certificates and Stamps

All notarial acts shall be evidenced by a certificate and be stamped by the notary public.

Certificates shall:

1. Be executed contemporaneously with the performance of the notarial act;
2. Be signed and dated by the notarial officer;
3. Identify the jurisdiction in which the notarial act is performed;
4. Contain the title of office of the notarial officer; and
5. If the notarial officer is a notary public, indicate the date of expiration of the officer's commission.

A certificate of a notarial act is sufficient if it meets the requirements outlined in the preceding section and:

1. Is in a short form set forth in this Chapter;
2. Is in a form otherwise permitted by the law of this State; and
3. Is in a form permitted by the law applicable in the jurisdiction in which the notarial act was performed.

A notarial officer may not affix the officer's signature to, or logically associate it with, a certificate until the notarial act has been performed.

If a notarial act regarding a tangible record is performed, a certificate shall be part of, or attached to, the record.