

Acknowledgment in an Individual Capacity - A statement by a person that he or she has executed an instrument for the purposes stated therein. The signer must personally appear, acknowledge that he or she willingly and knowingly signed the document, and the notary must identify him or her as the one who did indeed sign. The signature may be made before, but not after, the notarization. Note: The document may already be signed - the notary does not have to witness the signature just determine if the signer was the one who did it.

Typical Documents:

- Documents to be placed in the public record
- Real estate documents: mortgages, deeds, satisfactions, etc.

State of _____

County of _____

This instrument was acknowledged before me on _____ (date) by
(name(s) of individual(s)).

(Stamp)

(Signature of notarial officer)

Title (and Rank)

My commission expires: _____

Acknowledgment in a Representative Capacity - Similar to an individual capacity, but the person signed the instrument with proper authority and executed it as the act of the person or entity represented and identified therein. There are many types of representatives including: officers or agents signing on behalf of a corporation or other business entity; partners or trustees; guardian or personal representatives; and attorneys.

Typical Documents:

- Corporate Contract

State of _____

County of _____

This instrument was acknowledged before me on _____ (date) by _____ (name(s) of
individual(s)) as

as _____ (type of authority, e.g., officer, trustee, etc.) of
_____ (name of party on behalf of whom the instrument was
executed).

(Stamp)

(Signature of notarial officer)

Title (and Rank)

My commission expires: _____

Verification Upon Oath or Affirmation - This type of notarization, sometimes known as a jurat, is a statement by a person who swears upon oath (references a Supreme Being) or affirmation (without a Supreme Being reference) that the statement is true. The notary must require that the signer personally appear, lift up their hand, verbally swear the oath or affirm to the truth, and sign before the notary.

A jurat is a statement by the notary that indicates when and before whom an oath or affirmation was administered - it is not a notarial act in itself. Sworn means that an oath or affirmation was administered and subscribed means that the customer signed in the presence of the notary.

Typical Documents:

- Application for a marriage license
- Oaths of office for elected officials
- Affidavits
- Sworn verification
- Depositions

State of _____

County of _____

Signed and sworn to (or affirmed) before me on _____ (date) by
(name(s) of individual(s) making statement).

(Stamp)

(Signature of notarial officer)

Title (and Rank)

My commission expires: _____

Witnessing or Attesting a Signature - Like an acknowledgment except that the signer MUST sign before the notary. The notarizing in this manner the notary shows that the signer personally appeared before the notary, was positively identified by the notary and signed before the notary.

Typical Documents:

- Consulate forms

State of _____

County of _____

Signed or attested before me on _____ (date) by
(name(s) of individual(s)).

(Stamp)

(Signature of notarial officer)

Title (and Rank)

My commission expires: _____

For Attestations of a Copy of a Documents- A notary may also certify or attest to a copy of a document. The notary must determine that the copy being certified is "a full, true, and accurate transcription or reproduction of that which was copied." In this case, the signer is not stating anything about the document the notary is, so it is vital that the notary make the copy from the original or carefully oversees when someone else is making the copy. Note: Public records should NOT be copied (i.g. birth or death certificates, marriage licenses or divorce decrees), nor should photographs or documents with the warning "Do Not Copy" on it.

Typical Documents:

- Drivers License
- Social Security card
- Diploma
- Copy of a professional license
- U.S Passports

State of _____

County of _____

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

(Stamp)

(Signature of notarial officer)

Title (and Rank)

My commission expires: _____

Remote Notarization: For a Remote Notarization, use alternate (1) or (2), as appropriate, is sufficient to satisfy the requirements of section 358.645, subdivision 7, paragraph (d).

(1) For a remote notarization when the signer is located outside the United States:
This record was (acknowledged)(signed and sworn to or affirmed)(signed or attested to) by use of communication technology on

_____ by _____
Date who declared that (he)(she)(they) (is)(are) located
(Name(s) of Individual(s))

in (jurisdiction and location name) and that this record is to be filed with or relates to a matter before a court, government entity, public official, or other entity located in the territorial jurisdiction of the United States, or involves property located in the territorial jurisdiction of, or a transaction substantially connected with, the United States.

Or,

(2) For a remote Notarization when the signer is located in Minnesota or the United States:

This record was (acknowledged)(signed and sworn to or affirmed)(signed or attested to) by use of communication technology on

_____ by _____
Date who declared that (he)(she)(they) (is)(are) located
(Name(s) of Individual(s))

in (jurisdiction and location name)

Stamp)

(Signature of notarial officer)

Title (and Rank)

My commission expires: _____