

TYPES OF NOTARIAL ACTS

- ACKNOWLEDGMENT signer personally appears before you and states they executed and signed the document for the purposes stated in the document
- VERIFICATION ON OATH OR AFFIRMATION

 signer personally appears before you to swear
 (or affirm) that the information in the document is true and then signs the document
- WITNESSING OR ATTESTING A SIGNATURE
 signer personally appears before you and signs the document in your presence
- COPY CERTIFICATION notary compares a copy of the document to the original or makes a copy of the original document (not authorized to certify a copy of a "recordable document," such as birth and death certificates, recorded titles to property, college transcripts, or anything bearing an official government seal)
- OATH OR AFFIRMATION person personally appears before you to swear (or affirm)

IMPORTANCE OF

NOTARIES PUBLIC

Notaries public serve as officers of the state and perform their duties with integrity. They provide an essential service to the public by certifying signatures on many life-changing documents. Notaries public help protect against fraud and ensure that the signer understands the document and is a willing participant in the transaction.

BECOME A NOTARY PUBLIC

- Complete Notary Public Application
 - FirstStop Portal (firststop.sos.nd.gov)
 - and include the following:
 - a. Notary bond of \$7,500
 - b. Notary Oath of Office
 - c. \$36 filing fee
- Secretary of State issues authorization for you to purchase a stamping device
- Obtain stamping device from the vendor of your choice
- Return an impression of the stamping device to the Secretary of State
- Secretary of State issues commission certificate

NOTARY STAMP

REQUIREMENTS

- · Leave a clear impression that can be photocopied
- Include the words "Notary Public" and "State of North Dakota"
- Contain the name of the notary public exactly as it appears on the authorization
- Contain the commission expiration date
- Surrounded by a border
- Not contain any other words, numbers, or symbols
- Size Requirements:
 - o Circular Stamp: Up to or equal to 1-5/8 inch (41.28 millimeters) in diameter
 - o Rectangular Stamp: Up to or equal to 7/8 inch (22.23 millimeters) in height and 2-5/8 inches (66.68 millimeters) in length



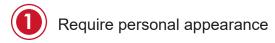
NOTARIAL CERTIFICATE **REQUIREMENTS**

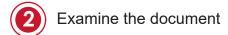
- · State and county where notarial act is being performed
- · Text for certificate of notarial act
- · Date notarial act was performed
- Signature of person whose signature is being notarized
- · Your signature as on file with Secretary of State
- Clear impression of your stamping device

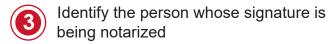
WHEN NOT TO **NOTARIZE**

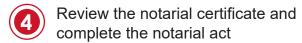
- Signature is that of your spouse
- Believe that the signer is not competent or lacks the capacity to execute the instrument
- Do not believe the signer is executing the instrument knowingly or voluntarily
- While not prohibited, it is recommended not to notarize signatures of family members as it may appear to be unethical or biased

STEPS TO **NOTARIZE**A DOCUMENT









FEES FOR **NOTARIAL ACTS**

- No more than \$5 per notarial act
- Travel Fee can be in addition to fee but must be agreed to in advance and signer must understand it is due to travel and not required by law

CONTACT US

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- ☑ SOSNOTARY@ND.GOV
- WWW.SOS.ND.GOV

SECRETARY &F STATE