

- STEPS TO PROPER NOTARIZATION:**
- 1) Require personal appearance.
 - 2) Scan the document (question blank spaces, reject white out).
 - 3) Correct mistakes only by lining through and initialing.
 - 4) Complete the notarial certificate (jurat, certified copy, acknowledgment,), fill in all blank spaces.

- 5) Affix Notary seal and sign name exactly as it appears on the seal.

COMMON MISTAKES TO AVOID:

- 1) Missing venue: State of Utah)
County of ____)
- 2) Whiteout was used on the document.
- 3) Dates on the document conflict.
- 4) The notary has left spaces blank on the notarial certificate.
- 5) Incorrect notarial language.
- 6) No notarial certificate.
- 7) Notary seal impression is not legible.
- 8) Notary did not sign document exactly as name appears on notary seal.