

# Notarial Certificates

When performing notarizations, you are generally required to complete a notarial certificate of the act. The certificate is a record of what occurred at the time of the notarization, and you are responsible for ensuring that the certificate is complete and accurate.

The following pages contain sample notarial certificates for use on documents being notarized in Florida.

You will note that the notarial certificates for an oath (or affirmation) or an acknowledgment contain nine basic elements:

- venue (the location of the notarization)
- type of notarial act (oath/affirmation or acknowledgment)
- that the signer personally appeared before the notary (“before me”)
- actual date of notarization
- name of person whose signature is being notarized
- form of identification
- signature of notary
- name of notary printed/typed/stamped below signature
- notary seal (with the 4 essential elements)

Some notarial certificates may vary in format, but any certificate should contain all these elements.

## “Loose Certificates”

Preprinted notarial certificates designed to be attached to a document should be used only in rare circumstances. Most documents will have a notarial certificate already printed on the document. Use that certificate, but make it comply with Florida law, if necessary. If the document has no notarial certificate, you should ask the document signer which notarial act is required for the execution of the document (an oath/affirmation or an acknowledgment). At the signer’s direction, you may type or print the appropriate certificate on the document below the designated signature line for the document signer. Only in rare circumstances should you actually attach a “loose certificate.” If you do, be sure to state in the notarial certificate the exact document and signature to which the notarization applies.

## Documents Prepared or Notarized in Other States

When notarizing a signature on a document that was prepared in another state, make sure that you add the required information to make your notarial certificate comply with Florida law. This means that you may have to change the venue (State of Florida, County of \_\_\_\_\_), add the type of identification, etc.

Documents notarized in another state must be notarized according to the laws of that state by an officer authorized to act in that state, and will be accepted in Florida, if properly notarized. To determine if a notarization complies with that state’s laws, you may contact the state’s agency that appoints notaries (generally the Governor or Secretary of State).

## Corrections

When necessary to correct information already printed in the notarial certificate, i.e., the date, the name of the person whose signature is being notarized, do not use correction fluid. Simply mark through the incorrect information and make the change before you complete the notarization. You should probably initial that change, also.

Once you “complete” the notarization and return it to the document signer, you may not amend your certificate. For instance, if you forgot to state the type of identification or affix your seal and the document is returned to you on a later date by the receiving party, you may *not* correct your error. The document will require re-notarization, including the presence of the document signer.

# Statutory Short Forms of Acknowledgment

The notarial certificates on this page are found in the real estate chapter of the Florida Statutes but may be used for any notarization requiring an acknowledgement (See section 695.25, Florida Statutes). Although these certificates appear in a slightly different format, each one contains the same elements required in the notary law, Chapter 117. When using one of these certificates, be sure that you circle or underline the appropriate method of identification.

## (1) For an individual acting in his own right:

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this        (date) by (name of person acknowledging), who is personally known to me or who has produced (type of identification) as identification.

Signature of Person Taking Acknowledgment

(NAME TYPED, PRINTED OR STAMPED)  
(TITLE OR RANK)  
(SERIAL NUMBER, IF ANY)

## (4) For an individual acting as principal by an attorney in fact:

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this        (date) by (name of attorney in fact) as attorney in fact, who is personally known to me or who has produced (type of identification) as identification on behalf of (name of principal).

Signature of Person Taking Acknowledgment

(NAME TYPED, PRINTED OR STAMPED)  
(TITLE OR RANK)  
(SERIAL NUMBER, IF ANY)

## (2) For a corporation:

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this        (date) by (name of officer or agent, title of officer or agent) of (name of corporation acknowledging), a (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced (type of identification) as identification.

Signature of Person Taking Acknowledgment

(NAME TYPED, PRINTED OR STAMPED)  
(TITLE OR RANK)  
(SERIAL NUMBER, IF ANY)

## (5) By any public officer, trustee, or personal representative:

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this        (date) by (name and title of position), who is personally known to me or who has produced (type of identification) as identification.

Signature of Person Taking Acknowledgment

(NAME TYPED, PRINTED OR STAMPED)  
(TITLE OR RANK)  
(SERIAL NUMBER, IF ANY)

## (3) For a partnership:

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this        (date) by (name of acknowledging partner or agent), partner (or agent) on behalf of (name of partnership), a partnership. He/she is personally known to me or has produced (type of identification) as identification.

Signature of Person Taking Acknowledgment

(NAME TYPED, PRINTED OR STAMPED)  
(TITLE OR RANK)  
(SERIAL NUMBER, IF ANY)

These notarial certificates are reprints of the forms provided in the Florida Statutes, sections 117.05(13). These forms do not preclude the use of other forms; however, any form that is used must contain all the required information.

**For an oath or affirmation (jurat):**

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by (NAME OF PERSON MAKING STATEMENT).

(SEAL)

*Notary Signature*  
PRINT, TYPE OR STAMP NAME OF NOTARY

Personally known \_\_\_\_\_  
OR Produced Identification \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_

**For an acknowledgment in an individual capacity:**

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by (NAME OF PERSON ACKNOWLEDGING).

(SEAL)

*Notary Signature*  
PRINT, TYPE OR STAMP NAME OF NOTARY

Personally known \_\_\_\_\_  
OR Produced Identification \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_

**For an acknowledgment in a representative capacity:**

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by (NAME OF PERSON) as (TYPE OF AUTHORITY, e.g. OFFICER, TRUSTEE, ATTORNEY IN FACT) for (NAME OF PARTY ON BEHALF OF WHOM INSTRUMENT WAS EXECUTED).

(SEAL)

*Notary Signature*  
PRINT, TYPE OR STAMP NAME OF NOTARY

Personally known \_\_\_\_\_  
OR Produced Identification \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_