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2019 Florida Notary Handbook**

**Before a person can perform notarial acts as a notary public, he or she must receive a commission as evidence of authority to perform those acts. Notaries are appointed by the Governor and commissioned by the Secretary of State (§26-1-10). Applicants must take the oath of office found in the South Carolina Constitution, which is included in the notary public application (§26-1-40). The application must be signed with pen and ink and the signature of the applicant must be acknowledged by a person authorized to administer oaths (§26-1-40). The date of your signature and the date of the notarization must match. You cannot notarize your own signature on the application or at any other time. The bottom part of the application is to be completed by your legislative delegation. The application fee is \$25.00, made payable to the Secretary of State's Office. Once you have completed the application, you will mail it along with the fee to your county's legislative delegation office to be processed.**

**OFFICIAL 2019 CALIFORNIA NOTARY HANDBOOK BY CALIFORNIA SECRETARY OF STATE. A great reference for current or upcoming California Notaries. The California Notary Public Handbook is an official source of laws for a California Notary Public. This Handbook is designed as a supplement for the California Notary exam and is current for the 2019 year. The material in this book is approved by the California Secretary of State. In Arizona, a notary public is a public officer commissioned by the Secretary of State to perform notarial acts, as defined in the Arizona Revised Statutes (see Chapter 5). A notary, in essence, serves as an impartial witness pursuant to A.R.S. § 41- 328(B). Government offices, businesses and the public rely on the accuracy and integrity of notaries public. This means the notary should take the required steps to authenticate signatures and ensure that all**

**notarizations are properly completed and performed. Many documents require a notarization in an effort to deter fraud, to prove the authenticity of the signature and to ensure that a signature was made willingly and not under duress.**

**Therefore, it's essential that a notary accept a valid form of identification, as defined in statutes, to determine that a signer is who he or she claims to be. Because the prevention of fraud and deception is central to the notary's role, it is essential that a notary have no conflict of interest when notarizing a document. The office of notary public has a long and proud history in our society. Their work is rarely glamorous, but it is so important that the highest courts in the nation routinely accept properly notarized documents as evidence in legal matters. In fact, the law governing notaries gives them the same mission as sworn law enforcement officers, "to serve and protect." The Department of Licensing has worked to keep the notary public application process as simple as possible. A prospective notary need only submit a complete application, proof of a \$10,000 surety bond, and appropriate fees to the Department of Licensing in order to begin the process. Once an applicant has completed all application requirements and proven that he or she is eligible, the Department will have a new certificate of commission mailed out promptly. New in 2018, notaries public can also apply for an electronic records notary public endorsement, which allows the notary to perform notarial acts on electronic documents as well as paper documents. The application process is similar to the application process for the commission, and can be done at the same time or separately. Notaries Public have duties and responsibilities that confer upon them the trust and faith of the public. Notaries Public are authorized to perform certain official**

duties that are critical to those who need them. Because the work of Notaries Public is so important, please make sure you take the time to review this guide carefully. It is critical for you to understand the obligations of being a Notary Public and for you to perform those duties in a manner that merits the trust, confidence and respect appropriate to the office. The Notary Public Handbook is your official source of laws related to notaries public in California. A notary public is a public official who performs invaluable services for the legal, business, financial, and real estate communities. Although there are no significant statutory changes for 2019, new additions this year include a fee table on page 19 and an Index at the back of the handbook to better assist you in finding information on a specific topic of interest. This Notary Public Handbook is designed to supplement your course of study, which will prepare you for the notary public examination. All statutory references are to California Codes, unless otherwise indicated. Once you are commissioned, the Secretary of State strongly recommends that you keep your Notary Public Handbook as a ready reference to help you perform your duties. Historically, Notaries Public predate the Roman empire; their development coincides with that of written and recorded communication. As the ability to read and write was rare, the earliest Notaries Public served primarily as scribes to assist the illiterate. The decline of the Roman empire saw a corresponding reduction in the volume and importance of written communication. It wasn't until the dawning of the Renaissance that Notaries Public were once again called upon to perform important societal functions. Over the centuries, many a great author, poet and historian supplemented their incomes with fees collected from the provision of literacy services. American pioneer

history is replete with examples of notarial assistance. Among them: the processing of land or mining claims, the authentication of public or private documents, and the reading and writing of general correspondence. The Notary Public Handbook contains California laws relating to notaries public and is designed to assist an applicant in preparing for the notary public examination. The Notary Public Handbook is your official source of laws related to notaries public in California. A notary public is a public official who performs invaluable services for the legal, business, financial, and real estate communities. The Notary Public Handbook is designed to supplement your course of study, which will prepare you for the notary public examination and being a notary public. All statutory references are to California Codes, unless otherwise indicated. Once you are commissioned, the Secretary of State strongly recommends that you keep your Notary Public Handbook as a ready reference to help you perform your duties. Following the COVID-19 pandemic, Governor Newsom signed Executive Order N-63-20 (see paragraphs 6 and 7) on May 8, 2020, which extended commissions of notaries public for a period of 60 days for any notary public whose commission term had expired since March 1, 2020 or whose commission was set to expire over the next 60 days. Each of the notaries public whose commission term was extended must maintain a valid surety bond during the extension, and annotate on each notarial act the following statement: "The notary commission extended pursuant to Executive Order N-63-20." Executive Order N-63-20 also temporarily suspended, for a period of 60 days, the requirement in California Civil Code section 1185(b)(3)(A) that an identification card or driver's license issued by the California Department of Motor Vehicles be

current or issued within the last 5 years in order to serve as satisfactory evidence of identity for an officer or notary public to acknowledge an instrument. This applied to any identification card or driver's license issued by the California Department of Motor Vehicles showing an expiration date of March 1, 2020 or later. On June 30, 2020, Governor Newsom signed Executive Order N-71-20 extending the time frames in Executive Order N-63-20 an additional 120 days. Notary public commission terms that expired anytime between March 1, 2020 and May 7, 2020, were extended until November 3, 2020. Notary public commission terms that expired after May 7, 2020 through November 3, 2020, were extended for 180 days on a rolling basis (i.e., someone whose commission expires on November 3, 2020 will have their commission extended until May 2, 2021). We are pleased to provide you with this Missouri Notary Public Handbook. We appreciate the responsibility that comes with being a notary in the State of Missouri, and know the work you do as a notary instills additional confidence in the documents that are vital to our state and economy. This handbook is provided in print and online to more than 60,000 notaries across the state, each of whom takes acknowledgements, administers oaths and affirmations, and certifies that copies of documents are true copies. The powers and responsibilities of a notary are described in the Missouri Revised Statutes Chapter 486. The provisions of this statute are included in this handbook for your convenience. In addition to the statutes, this resource provides general information related to your role as a notary, a glossary of important terms and copies of key application forms to assist you in the administration of your notary duties. A great reference for current or upcoming New York Notaries. The

**New York Notary Public Handbook is an official source of laws for a New York Notary Public. This Handbook is designed as a supplement for the New York Notary exam and is current for the 2020 year for Notary reference. Also, this book includes the latest guidance from the New York Department of State for COVID guidance. The material in this book is approved by the New York Department of State. As a notary public, you hold an important position in the state of Kansas. It is essential that you understand the notarial duties and responsibilities given in Kansas law. The purpose of this handbook is to help you understand notary laws so that you can perform your duties correctly. The purpose of a notary public is to prevent fraud and forgery. The notary acts as an official, unbiased witness to the identity of the person who signs the document. A Kansas notary public has six major duties: 1. Take acknowledgments, 2. Administer oaths and affirmations, 3. Take a verification upon oath or affirmation, 4. Witness or attest a signature, 5. Certify or attest a copy, and 6. Note a protest of a negotiable instrument. (K.S.A. 53-107) This book will give the answer to many questions raised about what a notary public can and cannot do. It contains information from actual situations involving notaries public, and describes in a practical way the duties and law in numerous areas of notary public practice. Everybody knows what a notary public does, right? Actually, there is much misunderstanding and confusion about what the proper role and duty of a notary is. A notary public does not "legalize" documents, or verify the accuracy or truthfulness of the content or statements made in a document, and yet the role that a notary plays in ascertaining the identity of the person who signs a document, placing that person under oath, if required, and determining the signer's intent and willingness**

to consent to the transaction is vital in modern society. A notary public is a public official commissioned by the Secretary of State to administer oaths and affirmations, take acknowledgments, witness signatures, and perform other duties as permitted by state law. A notary should be familiar with the Idaho notary laws and to follow the standards of reasonable care for performing a notarial act. Welcome to the State of Oregon Notary Public Guide. This publication describes the duties and responsibilities involved in carrying out your notarial commission. It covers laws and rules, Attorney General's opinions, state policy, and common sense guidelines based on broad experience and familiarity with case law. It is your responsibility as a notary public to understand and carry out the laws and administrative rules of the State of Oregon as they relate to notaries. Failure to follow these laws could leave you liable to recovery of damages and subject to fines and other penalties. Familiarity with the Notary Public Guide will reduce that risk. No matter how much this guide covers, it will always miss some situation or special need you and your client may encounter. This handbook has been prepared by the office of the Secretary of State for current and prospective notaries public in the state of Colorado. As a notary public, you hold an important position; therefore, it is vital that you understand the notary duties and responsibilities with which you have been charged. The purpose of this handbook is to help familiarize you with Colorado Notary Law so that you can perform your duties correctly. The Handbook is updated to include changes in the law that will be made effective July 1, 2018, due to the adoption of the Revised Uniform Law on Notarial Acts (RULONA). Notaries public are authorized to perform certain official duties that are critical to those who



**need them. By acting as an agent of the state by notarizing documents, you help to prevent fraud and forgery. Because the work of notaries public is so important, please make sure you take the time to review this guide carefully. A notary is a public official responsible for independently verifying signatures and oaths. Depending on how a document is written, a notarization serves to affirm the identity of a signer and the fact that they personally executed their signature. A notarization, or notarial act, officially documents the identity of a party to a document or transaction and the occasion of the signing that others can rely upon, usually at face value. A notary's authentication is intended to be reliable, to avoid the inconvenience of having to locate a signer to have them personally verify their signature, as well as to document the execution of a document perhaps long after the lifetime of the signer and the notary. An oath is a sworn statement. In most cases a person will swear that a written statement, oral statement, or testimony they are about to give is true. A notary can document that the notary administered an oath to an individual.**

- 1. The applicant is a legal resident of Arkansas, or a legal resident of an adjoining state and employed in Arkansas.**
- 2. The applicant is a United States citizen or a permanent resident alien. (Include a copy of a recorded Declaration of Domicile.)**
- 3. The applicant is at least eighteen (18) years old.**
- 4. The applicant is able to read and write English.**
- 5. A prior notary commission has not been revoked in the past ten (10) years.**
- 6. The applicant has not been convicted of a felony.**
- 7. The applicant's residential address, or if the applicant lives in an adjoining state but works in Arkansas, list both the business and residential address.**
- 8. The applicant has reviewed the law concerning notaries public and understands the duties of a notary public. The**

origins of the notary public trace back to the days of the Roman Republic. Today, the position remains important in our republic. As the overseer of the notary seal for South Dakota, our office produces this reference handbook for notaries in this State. This handbook contains South Dakota's notary statutes, definitions of terms commonly used in performing notarial acts, and the procedures for becoming a notary public in South Dakota. Referencing this booklet will help the notary have a greater understanding of the decisions, responsibilities, and obligations entrusted to each notary public. The oath of notary public carries a serious obligation. Once appointed and commissioned, a notary public becomes a public officer charged with "special trust and confidence in integrity and ability." To faithfully serve the public, the notary public must be knowledgeable about his or her responsibilities. There are many reasons why someone would seek to be a notary public. You might be the owner of a small business; you may work in an office where clients and customers have frequent need of a notary's services; you may enjoy the official nature of the duties; or it may be a requirement of your job. No matter what the reason, appointment as a notary public is a serious undertaking. The notary is a public official, a person given a public trust, a person whose duties and responsibilities cannot be taken lightly. The notary serves a vital role in the execution of a wide range of documents. Whenever individuals see a document that has been notarized, they should be confident that the notarial act has been performed correctly. As a notary public it is your responsibility to use intelligence and judgment, and always perform your duties as required by Connecticut State law. You must remember that others are relying on your honesty and integrity.

Dear Californian: The

**Notary Public Handbook is your official source of laws related to notaries public in California. A notary public is a public official who performs invaluable services for the legal, business, financial, and real estate communities. The Notary Public Handbook is designed to supplement your course of study, which will prepare you for the notary public examination and being a notary public. All statutory references are to California Codes, unless otherwise indicated. Once you are commissioned, the Secretary of State strongly recommends that you keep your Notary Public Handbook as a ready reference to help you perform your duties. Following the COVID-19 pandemic, Governor Newsom signed Executive Order N-63-20 (see paragraphs 6 and 7) on May 8, 2020, which extended commissions of notaries public for a period of 60 days for any notary public whose commission term had expired since March 1, 2020 or whose commission was set to expire over the next 60 days. Each of the notaries public whose commission term was extended must maintain a valid surety bond during the extension, and annotate on each notarial act the following statement: "The notary commission extended pursuant to Executive Order N-63-20." Executive Order N-63-20 also temporarily suspended, for a period of 60 days, the requirement in California Civil Code section 1185(b)(3)(A) that an identification card or driver's license issued by the California Department of Motor Vehicles be current or issued within the last 5 years in order to serve as satisfactory evidence of identity for an officer or notary public to acknowledge an instrument. This applied to any identification card or driver's license issued by the California Department of Motor Vehicles showing an expiration date of March 1, 2020 or later.**

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**WHAT IS A NOTARY PUBLIC?- A Notary Public is an official of integrity commissioned to a four year term by the Governor to serve the public as an impartial witness to the identity, comprehension, and intent of a person requesting a notarial act. Each act requires a notary to attest that certain formalities have been observed. Every notarial act affects the legal rights of others. A notary may be held personally responsible for improper, negligent or fraudulent acts.**

**JURISDICTION- Rhode Island Notaries Public may perform notarial acts anywhere within the boundaries of the State of Rhode Island. They may NOT perform notarial acts outside of the State of Rhode Island. Notarial practices in the State of Rhode Island are governed by RIGL 42-30.1 and the Standards of Conduct for Notaries Public in the State of Rhode Island and Providence Plantations. The Notary Public Handbook is your official source of laws related to notaries public in California. A notary public is a public official who**

**performs invaluable services for the legal, business, financial, and real estate communities. The Notary Public Handbook is designed to supplement your course of study, which will prepare you for the notary public examination and being a notary public. All statutory references are to California Codes, unless otherwise indicated. Once you are commissioned, the Secretary of State strongly recommends that you keep your Notary Public Handbook as a ready reference to help you perform your duties. Following the COVID-19 pandemic, Governor Newsom signed Executive Order N-63-20 (see paragraphs 6 and 7) on May 8, 2020, which extended commissions of notaries public for a period of 60 days for any notary public whose commission term had expired since March 1, 2020 or whose commission was set to expire over the next 60 days. Each of the notaries public whose commission term was extended must maintain a valid surety bond during the extension, and annotate on each notarial act the following statement: "The notary commission extended pursuant to Executive Order N-63-20." Executive Order N-63-20 also temporarily suspended, for a period of 60 days, the requirement in California Civil Code section 1185(b)(3)(A) that an identification card or driver's license issued by the California Department of Motor Vehicles be current or issued within the last 5 years in order to serve as satisfactory evidence of identity for an officer or notary public to acknowledge an instrument. This applied to any identification card or driver's license issued by the California Department of Motor Vehicles showing an expiration date of March 1, 2020 or later. Includes clear descriptions of authority, duties, and responsibilities; updated illustrations, charts and summary capsules; essential legal forms, including new acknowledgement certificates; New hard-to-**

**find New York law, rules and court cases; technical legal terms explained in easy-to-understand language and compiled in an encyclopedic glossary. Also included are 4 new exams for review -- complete with answers and study advice. This handbook outlines the important duties of a notary public. The Illinois Notary Public Act, effective July 1, 1986, was passed to better meet the needs of the modern business world. Effective in June 2000, under certain conditions, residents of states bordering Illinois may be commissioned as Illinois notaries. Following are basic rules for proper and safe notarization: 1) Keep your notary seal in a safe place; 2) Do not notarize a signature unless the signer is present at the time of notarization; 3) Do not lend your stamp to anyone, including your employer; 4) Do not identify a document signer on the word of a friend or employer who is not willing to take an oath; 5) Sign your name on notarial certificates exactly as it appears on your commission and affix your seal.**

**INTRODUCTION - This handbook is intended as a general guide and is designed to assist non-attorney notaries with the general requirements, duties, powers, limitations, liabilities, and legal significance of their actions as a notary public. Legal counsel should be consulted whenever specific problems or questions arise concerning any aspect of the office of notary public.**

**THE NOTARY'S FUNCTION - A notary public is a public official whose powers and duties are defined by statute. A notary acts as an official, unbiased witness to the identity and signature of the person who comes before the notary for a specific purpose. The person may be taking an oath, giving oral or written testimony, or signing or acknowledging his or her signature on a legal document. In each case, the notary attests that certain formalities have been observed. The key function is**

to be certain that the person appearing before the notary is who that person claims to be. **OFFICIAL 2019 FLORIDA NOTARY HANDBOOK BY FLORIDA DEPARTMENT OF STATE.** A great reference for current or upcoming Florida Notaries. The Florida Notary Public Handbook is an official source of laws for a Florida Notary Public. This Handbook is designed as a supplement for the Florida Notary exam and is current for the 2019 year. The material in this book is approved by the Florida's Governor's Office. **OFFICIAL 2020 CALIFORNIA NOTARY HANDBOOK BY CALIFORNIA SECRETARY OF STATE.** A great reference for current or upcoming California Notaries. The California Notary Public Handbook is an official source of laws for a California Notary Public. This Handbook is designed as a supplement for the California Notary exam and is current for the 2020 year. The material in this book is approved by the California Secretary of State.

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