

# Georgia Notary Public Handbook

Notary Public Handbook - A Handbook for Virginia Notaries Public  
Maine Notary Public Handbook and Resource Guide  
State of Maine Notary Public Handbook and Resource Guide  
Notary Public Handbook  
Notary Public Handbook  
California Notary Public Handbook  
Illinois Notary Public Handbook  
Illinois Notary Public Handbook  
California 2021 Notary Public Handbook  
California Notary Public Handbook  
Notary Public Handbook  
A Handbook for Notaries Public and Commissioners of Deeds of New York  
Idaho Notary Public Handbook  
Notary Public Handbook  
Missouri Notary Handbook  
The country banker's handbook to the rules and practice of  
i. the Bank of England, ii. the London bankers' clearing house, iii. the Stock exchange  
The County Banker's Handbook to the Rules and Practice of  
Kansas Notary Public Handbook  
2020 California Notary Public Handbook  
2019 California Notary Public Handbook  
Virginia Secretary of the Commonwealth  
Maine Secretary of State Matthew Dunlap  
Maine Secretary of State  
California Secretary of State  
Illinois Secretary of State  
Secretary of State Business Programs  
Division State of California Alfred Ernest Piombino Joseph Osmun Skinner Idaho  
Secretary of State Kansas. Secretary of State Missouri Secretary of State John George Kiddy  
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*Secretary of State Kansas. Secretary of State Missouri Secretary of State John George Kiddy*  
*John George Kiddy Kansas Secretary of State C. N. I. Notary Institute*

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

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 scriveners 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

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

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

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

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 table of contents general information appointment and qualifications convictions notary public education requirements and time limit for qualifying notary public bond geographic jurisdiction acts constituting the practice of law notary public seal identification notary public journal conflict of interest acknowledgment proof of execution by a subscribing witness signature by mark powers of attorney certifying notarization of incomplete documents correcting a notarial act certified copies illegal advertising immigration documents confidential marriage licenses grounds for denial revocation or suspension of appointment and commission disciplinary guidelines fees change of address foreign language electronic notarizations common questions and answers government code civil code code of civil procedure elections code commercial code probate code business and professions code index

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

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

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

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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