

**LOOSE ACKNOWLEDGEMENT & JURAT CERTIFICATES**  
**THAT EVERY NOTARY SHOULD KEEP ON HAND**

Used when:

- There is not a notary certificate on the document\*
- The certificate is incorrect or non-Ohio compliant
- There is not sufficient space on the document to notarize

\*On documents presented without a notary certificate, you must always ask the signer which type of notarization they want, and explain the difference.

# ACKNOWLEDGEMENT

State of OHIO

County of \_\_\_\_\_

Before me, a notary public in and for said state, personally appeared

\_\_\_\_\_ ,

who acknowledged that he/she/they did sign the aforementioned instrument, as his/her/their free act and deed.

In Testimony Whereof, I have hereunto affixed my name and official seal this date of \_\_\_\_\_

\_\_\_\_\_

Notary Public, State of Ohio

My commission expires \_\_\_\_\_

## Optional description of document

Type of document \_\_\_\_\_

Document Date \_\_\_\_\_ Number of pages \_\_\_\_\_

Additional signers \_\_\_\_\_

State of Ohio, County of \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_

by \_\_\_\_\_

\_\_\_\_\_

Notary Public

My commission expires:

Title of Document \_\_\_\_\_

Document Date \_\_\_\_\_

Number of Pages \_\_\_\_\_

Other signer(s) \_\_\_\_\_

Instead of attaching a loose certificate, the notary may also utilize acknowledgement and jurat certificates on an inked stamp.

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

The foregoing instrument was acknowledged before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_

\_\_\_\_\_  
Notary Public's Signature      Notary Name  
Personally Known \_\_\_\_\_ OR  
Type of Identification Produced \_\_\_\_\_

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

Sworn to (or affirmed) and subscribed before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_

\_\_\_\_\_  
Notary Public's Signature      Notary Name  
Personally Known \_\_\_\_\_ OR  
Type of Identification Produced \_\_\_\_\_

## COPY CERTIFICATION BY DOCUMENT CUSTODIAN

Utilized for those requesting "certified" photocopies of documents. The person signs a statement to attest that the copy presented is a true copy of the original, then their signature can be notarized.

In this manner, the signer is certifying the copy; the notary is only providing notarization of the signature. In Ohio, the notary cannot directly certify a copy themselves!

You must ask the signer what type of notarization they want, then attach the appropriate loose or ink stamp certificate. On the example copy certification document shown, you would cross out whichever wording you are not using (either Acknowledged, or Sworn to...).

1) Document custodian signs the statement (ink stamp or loose copy certification certificate shown)

I certify this as a true copy  
of the original document

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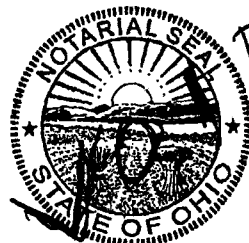
2) Complete the proper certificate for the type of notarization requested - either ink stamp or loose certificate

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

The foregoing instrument was acknowledged before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_

\_\_\_\_\_  
Notary Public's Signature      Notary Name  
Personally Known \_\_\_\_\_ OR  
Type of Identification Produced \_\_\_\_\_

3) Affix notary stamp/seal



ROGER RILL  
Notary Public, State of Ohio  
My Commission Expires 03-14-18

**COPY CERTIFICATION BY DOCUMENT CUSTODIAN**

I hereby declare that the attached reproduction of:

\_\_\_\_\_  
\_\_\_\_\_

is a true, correct and complete photocopy of the document in my possession and control.

\_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

State of OHIO  
County of \_\_\_\_\_

Acknowledged /Sworn to and subscribed before me this \_\_\_\_\_

by \_\_\_\_\_

who proved by satisfactory evidence to be the person appearing before me, and that he/she executed the instrument as his/her free act and deed.

WITNESS my hand and official seal

\_\_\_\_\_

Notary Public

## I-9 Verifications: Can I Perform Them, and How Do I?

Hiring employees remotely is a growing trend in the global workforce, and the federal government is conducting audits on many businesses to ensure they are complying with hiring requirements, including worker eligibility. Consequently, more employers are asking prospective remote employees to find a Notary to perform I-9 verifications. There is some basic information all Notaries should know, in case they are asked to deal with an I-9 form.

### What Is the I-9 Form and Do They Require Notarization?

Issued by the U.S. Citizenship and Immigration Services (USCIS), the I-9 Employment Eligibility Verification form verifies the identity and employment eligibility for all employees hired in the U.S.

Every one of America's 146 million-strong workforce has to fill out an I-9 form before starting their jobs. Employers are subject to hefty fines — ranging from \$110 to \$1,100 per instance — for compliance errors on I-9 forms. Companies who hire remote employees often require them to go to a Notary to complete their I-9s, because Notaries have expertise at verifying forms of identities.

There is no certificate wording included on the I-9 form, nor

is a Notary asked to affix his or her seal to the form. Therefore, an I-9 verification is not considered a notarial act. Notaries may only perform I-9 verifications in a non-notarial capacity, as a representative of the hiring company.

### How to Perform an I-9 Verification

Section 1 of the I-9 form is completed by the employee, generally on the first day of hire.

Section 1 of the I-9 form, titled "Employee Information and Attestation," includes fields for: Last Name (Printed Name), First Name (Printed Name), Middle Name (Printed Name), Address (Street Number and Street), Apt. Number, City or Town, Date of Birth (Month/Day/Year), U.S. Social Security Number, and Email Address.

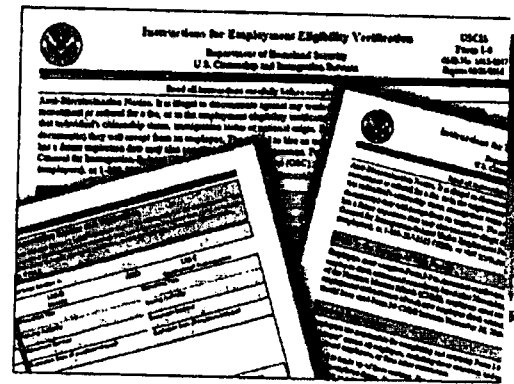
The Notary, acting as an authorized representative, would then fill out Section 2 of the form, which includes verifying the signer's identity.

Section 2 of the I-9 form, titled "Attestation of Identity and Employment Authorization," includes a section for "List A" (Identifying Documents) and "List B" (Addressing Documents). It also includes a section for "Signature and Date of Representative/Notary."

In order for the Notary to do so, the employee must present form(s) of identification that are authorized by the Lists of Acceptable Documents, found on the

last page of the I-9 form.

The Notary checks to make sure that the employee presents one selection from List A or a combination of one selection



from List B and one selection from List C.

### Inappropriate Requests

Despite the fact that notarization is not required on the I-9 form, Notaries often are asked to "notarize" the forms and include their seal impression — which is not allowed. Your answer to this request should always be "no."

### Keeping a Record

Although they are not considered notarial acts, Notaries are advised to record all I-9 transactions in a spreadsheet or other file (separate from your journal of notarial acts), including the name of the employee, the name of the company requesting the completion of Section 2, and the date you completed the document transaction.

Name of Employee	Name of Company	Date Completed

### Special Restrictions for California Notaries

In August 2014, the California Secretary of State clarified that California Notaries who are not qualified and bonded as immigration consultants may not complete or make the certification on Form I-9, even in a non-notarial capacity, as doing so would violate Government Code Section 8223(c).

**Jurat vs. Acknowledgements - Which One??**

A notary should not decide what type of notarial act a document requires. The customer must know and tell the notary. However, if the jurat indicates that the document was "sworn to before me," then an oath must be administered.

Jurats

Jurat notarizations are required for transactions where the signer must attest to the content of the document, such as all affidavits and pleadings in court. It is a certification on an affidavit declaring when, where and before whom it was sworn. In executing a jurat, a notary guarantees that the signer personally appeared before the notary, was given an oath or affirmation by the notary attesting to the truthfulness of the document, and signed the document in the notary's presence. It is always important that the notary positively identify a signer for a jurat, as s/he is certifying that the signer attested to the truthfulness of the document contents under penalty of perjury. However, jurat notarizations do not prove a document is true, legal, valid or enforceable.

An example of a "jurat" is as follows:

Subscribed and sworn to by \_\_\_\_\_ before me on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signature \_\_\_\_\_

Printed name \_\_\_\_\_

Notary public, State of Michigan, County of \_\_\_\_\_

My commission expires \_\_\_\_\_

*\*If performing a notarial act in a county other than the county of commission include: Acting in the County of \_\_\_\_\_*

If no other wording is prescribed in a given instance, a notary may use the following language for an affidavit or deposition: Do you solemnly swear that the contents of this affidavit (or deposition, document, etc.) subscribed (signed) by you are correct and true, so help you God? Or, do you solemnly, sincerely and truly declare and affirm that the statements made by you are true and correct? When administering oaths, parties should raise their right hands. The left hand may be used in cases of disability.

Acknowledgements

Unlike a jurat (which requires a sworn oath), an acknowledgment is to merely confirm the identity of the document signer and acknowledge that they signed the document. If the document was signed outside the notary's presence, the document signer must make a personal appearance before the notary to confirm it is their signature prior to the document being notarized. Again, there is no exception to the requirement of a personal appearance before the notary.

The acknowledgment notarization is not part of the document, and it does not affect its validity. Typically, they are executed on deeds and other documents that will be publicly recorded by a county official.

An example of an "acknowledgment" is as follows:

Acknowledged by \_\_\_\_\_ before me on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signature \_\_\_\_\_

Printed name \_\_\_\_\_



Notary public, State of Michigan, County of \_\_\_\_\_  
My commission expires \_\_\_\_\_

*\*If performing a notarial act in a county other than the county of commission include: Acting in the County of \_\_\_\_\_*

A notary public may take the acknowledgment of a person who cannot sign his or her own name. Such a person should sign the instrument by marking an "X" in the presence of two witnesses, one of whom may be a notary public.

A notary may also sign the name of a person whose physical characteristics limit his or her capacity to sign or make a mark on a document presented for notarization if all of the following circumstances exist:

- a) The notary public is orally, verbally, or through electronic or mechanical means provided by the person directed to do so by that person;
- b) The person is in the physical presence of the notary public;
- c) The notary public inscribes beneath the signature: signature affixed pursuant to section 33 of the Michigan notary public act.