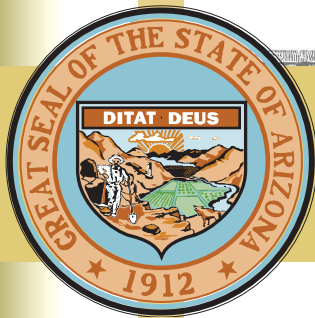
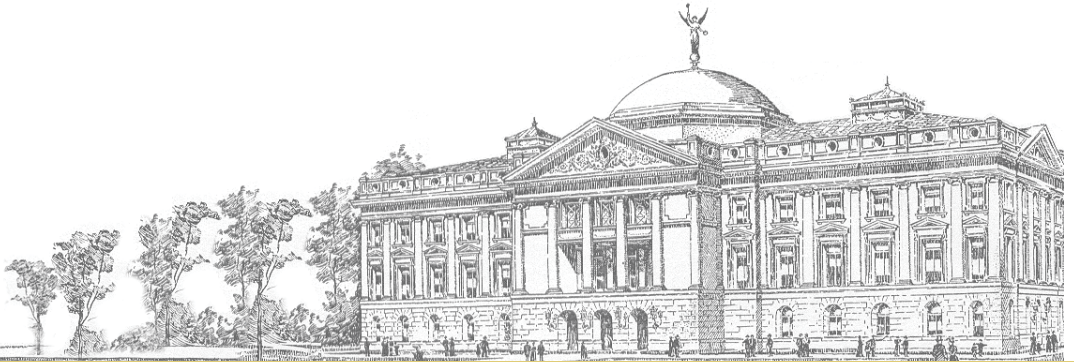


**New &
Improved**

ARIZONA Notary Public Reference Manual

State Capitol
Phoenix, Arizona



*Published by the Department of State
Office of the Secretary of State*

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About this publication >>

This is the *Arizona Notary Public Reference Manual*. It has been previously referred to in law as the *Arizona Notary Public Handbook*.

It is a publication of the Department of State, Office of the Secretary of State, Business Services Division.

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The office strives for accuracy in our publications. If you find an error, please contact us at (602) 542-6187.

Disclaimer >>

The Office cannot offer legal advice or otherwise offer recommendations on document preparation. The Office advises consultation with an attorney in such cases.

Contact us >>

Mailing address for all correspondence or filings:

The Honorable Michele Reagan
Secretary of State
1700 W. Washington Street, Fl. 7
Phoenix, AZ 85007-2808
Attention: Notary Section

Telephone: (602) 542-6187

Fax: (602) 542-4366

Web site: www.azsos.gov

e-mail: notary@azsos.gov

**THIS MANUAL
BELONGS TO:**

**IF FOUND, PLEASE
RETURN BY CALLING:**



MICHELE REAGAN
Secretary of State
State of Arizona

A message from Secretary of State Michele Reagan

I am pleased to present to you the 2015 edition of the *Arizona Notary Public Reference Manual*. Our office has received a lot of positive feedback about this manual since it was updated several years ago. We understand there is always room for improvement, and we've listened to your suggestions.

Based on notary's responses we have revised this manual once again to include even more concise explanations of Arizona Notary law and simplified the section with your duties as a public official and commission.

You'll notice a big difference such as inclusion of chapter tabs and simple instructions. *Be on Target*, *Key to Success*, and *How it Works* sections give quick and helpful explanations. The *Penalty* whistle immediately informs you about compliance and possible penalties a notary may receive under Arizona law. A dollar sign icon informs you of any fees that may be associated with a notary public duties. I hope you find these improvements useful to your service as an Arizona notary.

Arizona notaries are required to have a copy of this manual and keep it for reference purposes. If you have any questions about the information in this manual or how to apply for a notary commission, please call (602) 542-6187.

Sincerely,

MICHELE REAGAN
Arizona Secretary of State

DEFINITION OF A NOTARY

An Arizona notary public is a *public officer* commissioned by the Secretary of State to perform notarial acts.

A Notary is an *impartial witness* (A.R.S. § 41-328(B)). An impartial witness must have no conflict of interest.

Table of Contents

A Message from Secretary of State Michele Reagan	2
Definition of a Notary.....	2
Chapter 1. Notary Application Process.....	3
Chapter 2. Notary Commission.....	7
Chapter 3. Notarial Duties	14
Chapter 4. Notarial Acts.....	25
Chapter 5. Notarial Law and Rules	31
Chapter 6. Forms and Samples	49
Index	65



Key to Success

A notarization on a document indicates that a notary public has taken all reasonable steps to verify a signer's identity before notarizing that person's signature. Additionally, if the notarization performed is a jurat, the document signer also is required to swear/affirm to the truthfulness of the document.



Chapter 1

Qualifications p.4

How to apply p.4

Application Form p.4

Notary Bonds p.5

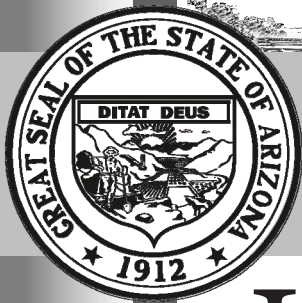
Fees Schedule p.6

Processing Considerations p.6

Application p.6

Approval p.6

Rejection p.6



The Basics

Notary Application Process

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.

In other words, a notary public cannot be a "party to the transaction" or a "party to the instrument." The notary may have no financial or beneficial interest in the transaction, no matter how small.

Moreover, in Arizona, notaries public are prohibited from notarizing his or her own signature, as well as the signature of any person who is related to the notary by marriage or adoption [A.R.S. § 41-328(B)].

Additionally, the notary should keep in mind that notarizing a document for any family member could call into question a notary's impartiality in the transaction; therefore, this practice is discouraged. ♦

PRIMARY RESIDENCY >>

A person can have only ONE primary residence at any time. To be considered an Arizona resident one of the following conditions must be met:

- If the applicant lives within Arizona’s borders, claims Arizona residence as his or her primary residence for tax purposes (that is, the applicant declares it on state and federal tax returns as a primary residence). OR
- If the applicant is currently registered to vote in Arizona.

The fact an applicant is out of the state for a temporary or transitory purpose would not defeat or nullify Arizona residency. On the other hand, if an applicant is in Arizona for a temporary or transitory purpose, Arizona would not be a primary residence (A.R.S. § 41-312(E)(2)). ♦

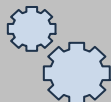
CITIZENSHIP >>

Arizona law requires an Arizona notary public to be a citizen or a legal permanent resident of the United States. ♦

MILITARY NOTARIES>>

How it works

Commissioned vs. non-commissioned officers



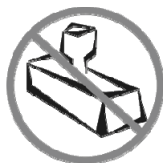
Commissioned officers in the U.S. armed forces are federally commissioned to perform notarial functions for other members of the armed forces and the other member’s dependents (Attorney General Opinion I97-011)

Non-commissioned officers in the U.S. armed forces must meet the qualifications listed in this chapter to become an Arizona notary public. ♦

Qualifications

The following list includes the legal requirements to become an Arizona notary public. An applicant must:

- Be an Arizona resident. (*See note to the left*)
- Be at least 18 years of age.
- Be able to read and write English.
- Be a citizen or a legal permanent resident of the United States [A.R.S. § 41 -312 (E)(2)]. (*See note, left*)
- Not have a conviction for a felony unless civil rights have been restored, or a conviction for a lesser offense involving moral turpitude or of a nature that is incompatible with the duties of a notary public. ♦



HONESTY AND MISCONDUCT *If you have had a professional license revoked or suspended for misconduct or dishonesty or any cause that substantially relates to the duties or responsibilities of a notary public, or if you have had your notary commission revoked,*

the Secretary may refuse to grant you a commission.

How to Apply ~ Notary Applicants

Whether a first-time applicant, or a notary that is requesting to be re-commissioned an applicant shall:

1. Complete an application form;
2. Obtain a notary bond BEFORE submitting the application for processing. Fees are associated with this requirement.
3. Submit, to the Secretary of State, the application form, a bond with original signatures, and a processing fee. Photocopies of an application or bond are not acceptable.

All three must be submitted together in order to be processed.

1. Application Form

OBTAIN A FORM

- In the back of this manual.
- Call the Arizona Secretary of State, Notary Division, at (602) 542-6187. Forms can be mailed or faxed.
- Online in a printable document format (pdf) where the applicant can fill out the form and print it out. Our web address is www.azsos.gov. Choose the Notary Public Commissions link on the left side of the page.
- At the Secretary of State’s office, 8 a.m. to 5 p.m. The office is located at 1700 W. Washington Street, Phoenix, Arizona on the first floor of the State Capitol executive tower, suite 103 or 400 W. Congress Street, Tucson, Arizona on the first floor of the State Capitol complex building, suite 141.

FORM INSTRUCTIONS

Instructions are included with the application. If there are no errors on the submitted application, processing may take up to four weeks once RECEIVED by the Office of the Secretary of State.

How to Apply — Continued on next page



2. Notary Bonds

WHAT THEY DO

A surety bond protects those for whom the notary public performs a notarization.

WHAT THEY DON'T DO

A surety bond *does not* protect the notary public. (See *Errors & Omission Insurance*, right)

BONDS AND THE APPLICATION PROCESS

Applicants must purchase and complete a notary bond BEFORE the Secretary of State grants a commission. The bond, application and filing fee must be submitted together.

APPLICATION REQUIREMENTS:

- State law requires applicants to purchase a four-year \$5,000 notary bond [A.R.S. §§ 41-312(B), 41-315 and A.A.C. R2-12-1103].
- Applicants must purchase bonds in duplicate. The original bond shall be submitted to the Secretary of State with the notary application and the duplicate copy is to be retained by the applicant as stated in the application instructions.

PURCHASING A NOTARY BOND

Bonds *are not* purchased from the Secretary of State's office. Bonds must be purchased from a licensed surety [A.R.S. § 41-315(A)]. A licensed surety means:

- a notary bonding company;
- an insurance company; OR
- a notary organization.

These entities can be found in a phone book or online.

Fees: Fees vary by each licensed surety.

NOTARY BOND REQUIREMENTS

Use the check boxes below to ensure that a bond meets the filing requirements.

Bonds must:

- Display the applicant's printed name and be signed in two places *exactly* as it appears on the application.
- Display effective and expiration dates and shall have the expiration date always one day less than the effective date four years later.
- Be countersigned by the bonding company's authorized agents in two places on the bond form.
- Be properly notarized [A.R.S. § 41-312(B)].
- Be notarized with jurat language and must not contain blank lines.

Bonds cannot:

Be issued more than 60 days before or 30 days after the commission is initiated [A.R.S. § 41-315(B)]. Also, the bond's effective date cannot overlap the previous commission's bond end date, even by one day.

Be on Target

Applicants should follow the step-by-step instructions provided with the application form. Questions? Simply call our office for assistance at (602) 542-6187.



How to Apply — Continued on next page

ERRORS & OMISSION INSURANCE >>

How it works

This insurance protects the notary if the notary inadvertently makes an error or omits an element when notarizing a document.



Is it required?

Purchasing this insurance is not required by the state of Arizona.

How to purchase

Errors and Omission (E & O) Insurance is *not* purchased or available from the Secretary of State's office. E & O insurance may be purchased by a notary through either insurance or bonding companies. ♦

APPLICANT PRIVACY >> Public Records and Application Information

- An applicant's name and business address are public information. If an applicant has no business address, he or she must list another address in the space provided for the business address, such as a home address or a P.O. Box. The applicant should remember that this will be public record when preparing the application.
- All other information on the application form is confidential.
- Only the applicant, the applicant's representative or a public officer acting in an official capacity can view the application. The request must be put in writing on letterhead to our office [A.R.S. § 41-312(F)]. ♦



OATH OF OFFICE >>

An Arizona notary is a public official. Notaries must take an oath of office, which appears on the notary bond. The oath is prescribed by Arizona Revised Statutes § 38-231.

LIMITATIONS ON REFUNDS >>

Once the office processes an application, no refunds will be issued.

Refunds are not issued except when a duplicate application has been filed for the same notary commission term.

In this instance a refund is processed only for the duplicate application. Please allow several weeks for refund processing.

Refunds are not issued for any other purpose. ♦


COMMON APPLICATION REJECTIONS >>

Some common reasons for rejection are:

- A discrepancy has been found between the name and/or the signature on the notary bond and the name and/or the signature on the application.
- The bond dates are incorrect. The applicant will need to request a rider – a statement that has the correct bond dates – for the bond from the notary bonding company.
- The application is incomplete, such as sections were left blank, or it contains incorrect information.
- Other bond information is incorrect. ♦

3. Office Fee Schedule

The following fees are required to be pre-paid to the Secretary of State's office when applying to become an Arizona notary.

	\$25.00 Application fee
	+ \$18.00 Notary bond filing fee
	= \$43.00 Total

Checks or money orders should be made payable to the "Secretary of State." There are also additional costs associated when applicants obtain a notary bond, notary seal and journal. Costs for these services vary and applicants are encouraged to research companies to secure the best price and quality of service.

<u>Other Office Fees — Service</u>	<u>Fee</u>
Notarial Capacity Certificate.....	\$18.00
Duplicate Commission Certificate	\$18.00
Expedite Fee	\$25.00

Change of Mailing or Home Address

- If notification made within 30 days of change No Charge
- If notification is NOT made within 30 days of change \$25.00 (penalty)

PAYMENT OF FEES: An applicant, private or public entity, the state or any of its political subdivisions may pay the fees and costs to commission a notary public. Payment of fees and other associated costs does not constitute ownership of a notary public's commission [A.R.S. § 41-312(C)].

Processing Considerations

Application Approval

If an applicant meets the requirements he or she shall be approved and commissioned within 30 days of application submission.



Application Denied

If an applicant does not meet the requirements he or she will notify of the denial within 30 days of application submission.

Application Rejected

If an applicant has failed to produce required documents or has an error on the application, he or she will be notified by the office to provide the missing documents or correct the error. Notification will be mailed to the applicant's address as submitted on the notary application.



An applicant may re-file for a Notary commission if rejected for an error. Refer to the check list returned for information and follow the instructions on how to correct the error. The applicant owes any unpaid civil penalties. ♦

Be on Target

TO CORRECT THE ERROR, USE A NEW APPLICATION FORM. Do NOT make corrections on the rejected application. RETURN the rejection cover sheet, original bond (with rider if applicable), the NEW APPLICATION, and the filing fee listed above.



Key to Success

A notary's best defense against errors is knowledge and training. The office offers free notary workshops at our offices in Phoenix and Tucson.

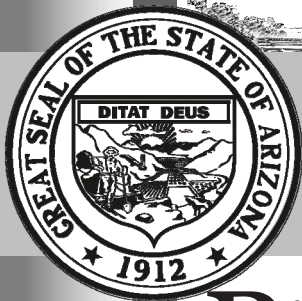
Sign up for a workshop online at www.azsos.gov or call for a schedule at (602) 542-6187.



Chapter 2

Commission

- Rights and Responsibilities pp. 7-8
- Certificates p. 8
- Amendments p. 8
- Renewal p. 10
- Resignation p. 11
- Expiration or Notary Death p. 11
- Surrender of Journal and Seal p. 11
- Commission Law Violations pp. 12-13
- Complaints p. 14
- Notary Training p. 14



Rights and Responsibilities

Notary Commissions

Before a person can begin notarizing documents the applicant must be appointed and commissioned by the Secretary of State.

WHEN CAN I START TO NOTARIZE DOCUMENTS?

The duties of the office of an Arizona notary public can only be performed when the applicant has:

- An original notary bond and notary application on file with the Arizona Secretary of State's office;
- An original commission certificate from the Arizona Secretary of State's office;
- A notary public seal; and
- A notary public journal.

COMMISSION DUTIES

Duties are specified in A.R.S. § 41-313(A) on page 33.

COMMISSION TERMS

An Arizona notary public serves a four-year term.

COMMISSION OWNERSHIP

Payment of fees and other associated costs does not constitute ownership of a notary public's commission [A.R.S. § 41-312(C)].

COMMISSIONS ARE NON TRANSFERABLE

Commissions cannot be transferred between persons, nor can they be transferred to another state.

WORKPLACE CONSIDERATIONS

LIMITATIONS: An employer of a notary public may not limit the notary public's services to customers or other persons designated by that employer [A.R.S. § 41-312(C)(3)]. Notaries are bound by Arizona law.

Notarizations can be performed outside the workplace regardless of whether a private or public entity pays for a notary public's commission.

More about Rights and Responsibilities — Continued on next page

A WORD ABOUT BONDING AGENTS >>

If a bonding agent uses an out-of-state vendor to obtain a notary seal, that vendor is still required to obtain a copy of the commission certificate before making a notary seal.

By making Arizona notary seals, the vendor is bound by Arizona law and needs to receive, and keep on file for four years, a copy of the commission certificate (A.R.S. § 41-321).

EMBOSSERS >>

A notary public may use an embosser, sometimes referred to as a crimper, but may only do so in conjunction with the use of a rubber stamp notary seal.

DUPLICATE CERTIFICATES >>

Notification: A notary who loses or inadvertently destroys a commission certificate may request a duplicate certificate from the Secretary of State's office. The notary should put the request in writing.

Fee: See page 6



Failure to comply: There is no requirement to post a certificate under the law. A notary

certificate is proof that an Arizona resident has been commissioned as an Arizona notary, it therefore should be readily available to customers who request such identification. It is prudent that the notary contacts the office as soon as possible for a replacement certificate [A.R.S. § 41-311(2)].

WORKPLACE CONSIDERATIONS *Continued*

WORKPLACE TERMINATION: If a notary public's employment is terminated or he or she leaves employment, the notary public may:

- Maintain his or her commission,
- Resign his or her commission, or
- Let the commission expire.

If the notary public chooses to resign or let the commission expire he or she shall follow the procedures stated in this manual to surrender his or her notary seal and journal to the Secretary of State's office. The notary public must also send in a Notary Public Address/Name Change form to inform the Secretary of State of this change.

JOURNAL POSSESSION

Regardless of whoever pays for a notary public's commission, whether it be the notary or his or her employer, the notary public's seal and journal are the property of the notary public if the journal contains public records. The notary public shall not relinquish the journal to the employer if the journal contains public records [A.R.S. § 41-312(C)]. A journal that contains only non-public records is property of the employer when the notary public leaves that employment. See page 22 sidebar for details about public and non-public records. ♦



Commission Certificates

A commission certificate is an official document issued by the Secretary of State's office that certifies the appointment of an Arizona notary public.

The commission certificate is the notary public's proof that he or she is commissioned as a notary public in the State of Arizona [A.R.S. § 41-311(2)].

Certificates do not have to be posted but must be kept in a safe place, and, if requested, be presented as proof of a notary public's commission [A.R.S. § 41-311(2)]. To prevent fraud, a notary should not provide a copy of the certificate to anyone other than the vendor who creates the notary's seal (A.R.S. § 41-321).

Commission Contents

A commission certificate includes:

- The notary public's name as it was entered on the notary public's bond.
- The notary public's commission number.
- The issuance date of the commission.
- The expiration date of the commission.
- The name and signature of the Secretary of State who commissioned the notary public.

Note: A commission certificate is still valid regardless of whether or not the Secretary of State that commissioned the notary still holds office, unless of course, the commission expires, is revoked or suspended. ♦

Key to Success *NOTARY PUBLIC SIGNATURE: When performing a notarization, a notary public must sign his or her name exactly as it appears on the notary application and notary bond.*



OFFICE OF THE SECRETARY OF STATE
 (SEE ABOVE) — Intentionally affixes, under penalty of perjury, that the answers to all questions
 (SEE ABOVE) — Intentionally affixes, under penalty of perjury, that the answers to all questions
 I, John J. Doe, a notary public, do certify that, on the 11/5/08 day of November, 2008, I personally made the above/attached copy of
John J. Doe from the original, and it is a true, exact, complete, and
 correct copy of the original.
 Signature of Applicant Date Notary Public
 Revised 5/2008

_____, a notary public, do certify that, on the 11/5/08 day of November, 2008, I personally made the above/attached copy of
John J. Doe from the original, and it is a true, exact, complete, and
 correct copy of the original.
 Signature of Applicant Date Notary Public



Upon Receipt of Commission Certificate

1. REVIEW THE COMMISSION CERTIFICATE

Ensure the information printed on it is correct. Compare it to the information on the notary bond and application.

- Is the notary public's name exactly as it was submitted on the bond?
- Is the COUNTY listed on the certificate correct?
- Is the date of issuance correct?
- Is the date of expiration correct?

The information on the commission certificate directly affects the information that appears on a notary's seal. If the information on the certificate is incorrect, contact our office as soon as possible.

2. PURCHASE A NOTARY PUBLIC SEAL

Fees: Vary by vendor.



If the information on the certificate is correct, the Arizona notary must procure a notary public seal and journal before notarizing any document. To do so, contact a stationery store, office supply store, bonding agent or a professional notary organization. The notary must provide a COPY of the notary certificate to the company making the seal. Ensure all information is correct on commission certificate prior to submission to the stamp vendor.

A valid notary seal must:

- Be a rubber stamp
- Have dark ink. These colors include dark blue, dark purple, dark green or dark brown. Red ink or ink not viewable on all copy or fax machines is unacceptable.
- Not be larger than 1 1/2 inches high and 2 1/2 inches wide or 1 1/2 inches round.
- Contain the words "Notary Public."
- Contain the notary public's name as listed on his or her commission certificate.
- Contain the Arizona county in which the notary public was commissioned, listed on the commission certificate.
- Contain notary public's current commission expiration date.
- Contain the Great Seal of Arizona [A.R.S. § 41-313(E)(2)].

A notary public can only have one seal.



Failure to comply: Using a seal not meeting the requirements described in A.R.S. § 41-313(E)(2) is grounds for the Secretary of State to refuse, revoke, or suspend a notary public's commission [A.R.S. § 41-330(A)(4)].

3. PURCHASE A NOTARY PUBLIC JOURNAL

Notaries public must obtain a journal. Journals can be purchased at stationery or office supply stores and through notary organizations.

Fees: Vary by vendor



Journals must be in paper form and list notarial acts in chronological order. Additionally, although not required by law, use of a permanently bound journal is recommended for the notary's protection. Permanently bound pages are more difficult to remove or lose than loose-leaf pages. The use of journals is reviewed on page 22. ♦



Failure to comply: Using a journal not meeting the requirements described in A.R.S. § 41-313(E)(1) and § 41-319 is grounds for the Secretary of State to refuse, revoke, or suspend a notary public's commission [A.R.S. § 41-330(A)(4)].

REPLACING SEALS & JOURNALS >>

Loss

A notary shall notify the secretary of the loss in writing by "means of receipt." See page 11 "Burden of Proof."

Theft

If the theft of a notary seal and/or notary journal has occurred, contact a law enforcement agency to file a report.

Notification

Notify the Secretary of State's office of a loss or theft within 10 days (A.R.S. § 41-323.) A notification form is available online at www.azsos.gov.



Fees: None. If within 10 days.



Failure to Comply: If notification has not been received within 10 days of the loss or theft, a civil penalty of \$25 per offense will be assessed and must be paid prior to the renewal of the notary's commission.

Replacement

A lost or stolen notary public seal or journal can be replaced. The shape and ink color of the replacement seal shall be different than the original seal. There are no shape requirements for notary seals. See #2 and #3 on this page for seal and journal requirements.

Documentation

Once the new seal is received, describe the replacement seal in writing and include the date when it will begin to be used in a letter to the law enforcement agency to which the theft report was filed; and send a copy of this letter to the Secretary of State. Document the description and the date of usage of the new seal in the new journal. Document in the journal why a new journal was purchased [A.R.S. § 41-323(B)]. ♦



NOTARY RECORDS RETENTION >>

Notaries are required to keep a journal of all notarial acts for at least five years. A notary should not destroy a journal unless its most recent entry is at least five years old.

If a notary ceases to be a notary, he or she must surrender his or her records to the Secretary of State by certified mail or other means that provides proof or receipt.

Journals that contain entries that are not public record should remain with the notary's employer if the notary leaves his or her place of employment. Refer to public vs. private records and maintaining two journals, page 22.

If a journal contains only entries that are public record, the journal is the notary's property and the notary is responsible for turning in the journal to the Secretary of State upon ceasing to hold a notary commission (A.R.S. § 41-317).

Additionally, a notary must destroy or surrender his or her seal upon ceasing to be a notary. ♦

Commission Amendments

NAME and/or ADDRESS CHANGES

NAME CHANGES

Compliance (A.R.S. § 41-327): A commissioned notary shall notify the Secretary of State's office within 30 days of a surname change. Use the Notary Public Address/Name Change Form on page 53.

Fees: None



Failure to comply: Failure to comply is evidence of the notary's failure to fully and faithfully discharge the duties of notary and may result in suspension or revocation of the notary's commission.

How it works

A notary public has two choices under the law. A commissioned notary public whose name changes can:

1. Apply for a new commission under the new name. Follow the instructions on page 10 to apply for a new commission, along with proof from the bonding company that the previous bond has been cancelled.
2. Alternatively, the notary does not have to apply for a new commission if he or she:
 - Signs his or her new name
 - And below that, signs his or her name the way it appeared on the original commission

ADDRESS CHANGES – MAILING, RESIDENTIAL OR BUSINESS

Compliance (A.R.S. § 41-323): Notaries must file an address change within 30 days after the change. An address change form is available on page 53.

Fees: None ♦



Failure to comply: Failure to comply is grounds for the Secretary to suspend or revoke the notary's commission and/or may result in a \$25 civil penalty.



Commission Renewal

Notaries public may submit a renewal application, new bond and filing fees to the Secretary of State's office up to 60 days prior to the expiration of a commission. Notaries public may continue to notarize until midnight of the expiration date of a current commission. See page 50 for more information on the application process.

A notary who fails to renew a commission has let it expire (see "Commission Expiration or Death of Notary" page 11).

The notary may reapply at any time for a new commission. If an individual reapplies after a commission expires, he or she may not notarize documents until receiving the new commission from the Secretary of State's office.

Upon reappointment as a notary, the notary must obtain a new seal that contains the notary's new commission expiration date before he or she performs any notarizations.

See page 9, #2 for the necessary elements of a notary seal. ♦

Commission Resignation

Compliance [A.R.S. §§ 38-294(2) & 41-317]: A notary who chooses to resign must notify the governor in writing of the resignation. The notary shall surrender the notary seal, notarial journal and records, except those records of notarial acts that are not public record, to the Secretary of State. See right “Surrender of Journal, Seal and Records.”

Fee: None

Send the original resignation letter to:
Governor of Arizona, Attn: Notary Resignations
1700 W. Washington Street
Phoenix, Arizona 85007

Send a copy of the resignation letter, along with the notary’s journal and seal to:
Arizona Secretary of State, Attn: Notary Department
1700 W. Washington Street, 7th Floor
Phoenix, Arizona 85007-2808

As a courtesy, a copy of the resignation letter should be sent to the notary public’s bond company as well.

Journal Retention: Any journal that contains records which are all five years old, or older may be destroyed, and are not required to be turned into the secretary. ♦



Failure to comply: A commission is not resigned until the governor is notified. Items are required to be sent within three months of a notary’s resignation or the notary shall forfeit not less than \$50 nor more than \$500 to the State [A.R.S. § 41-317(A)].



Commission Expiration or Notary Death

Compliance (A.R.S. § 41-317): On the resignation or revocation of a notarial commission or the death of a notary, the notary seal, notarial journal and records, except those records of notarial acts that are not public record, shall be delivered to the Secretary of State. See “Surrender of Journal, Seal and Records” below.

JOURNAL, SEAL AND RECORDS

EXPIRATION: A notary public who chooses to allow a commission to expire shall deliver his or her notary public seal, notary public journal, and other notary records to the Secretary of State’s office within 90 days. A signed cover letter that includes the notary’s name, commission number and the last four digits of the notary’s social security number should be sent with the items.

DEATH: In the case of a death of a notary, the personal representative of the notary shall surrender the notary public seal, notary public journal, and other notary records to the Secretary of State. The representative shall also include a copy of the notary’s death certificate within 90 days and a signed cover letter that includes the notary’s name, commission number and the last four digits of the notary’s social security number.

Send the letter, along with the notary’s journal and seal to:
Arizona Secretary of State, Attn: Notary Department
1700 W. Washington Street, 7th Floor
Phoenix, Arizona 85007-2808 ♦

SURRENDER OF JOURNAL, SEAL AND RECORDS >>

When journals, seals and other notary records are surrendered to the Secretary of State’s office they must be sent via certified mail or other means providing a receipt. Receipts should be retained as proof of the communication, as they protect the notary by providing evidence that the necessary items were surrendered. The notary has the burden of proof* to demonstrate that he or she surrendered required items to the Secretary of State. Items may also be surrendered in person at either the Secretary of State’s office in Phoenix or Tucson, at which time he or she will be provided with a receipt.

Journal Retention: Notaries public must keep any journals whose most recent entry is less than five years old as long as they retain a notary commission. ♦



Failure to comply: Items are required to be sent within three months of a notary’s commission expiration or death or the notary shall forfeit not less than \$50 nor more than \$500 to the Secretary of State’s office (A.R.S. § 41-317).



* BURDEN OF PROOF >>

Throughout this manual are references to sending and delivering items or correspondence “by means of a receipt.” This means the notary needs to receive proof the items were delivered. ♦



**OFFICIAL MISCONDUCT
GUILTY VERDICT >>**

A court could hold a notary public to unlimited liability if a notary public is found guilty of official misconduct.

In Arizona, a notary commission could be revoked, perhaps permanently.

In some states, employers have been held liable for errors on the part of a notary who performs notarizations in conjunction with his or her place of employment. In one such instance an employer was held liable for damages. Therefore, it's important that those employing notaries take care to ensure that the notaries understand the laws and practices associated with being a notary public.



A notary public could be fined or go to prison for misconduct. If a notary public is prosecuted for criminal fraud, he or she could be fined and/or imprisoned and/or be required to pay restitution. If a notary public is found civilly liable he or she could face unlimited financial damages, court costs and attorney fees.

For more information, see Notary Public Complaints, Investigation of Misconduct on page 14. ♦

Notary Law

Failure to discharge duties and misconduct as public officer

A notary commission may be suspended, revoked or denied for failure to discharge fully and faithfully any of the duties or responsibilities required of a notary public. Examples are listed throughout the manual and include but are not limited to:

- Failure to keep, maintain and protect a notary journal in accordance with A.R.S. § 41-313(E)(1).
- Failure to obtain a notary seal in accordance with A.R.S. § 41-313(E)(2).
- Failure to notify the secretary of a change of surname within 30 days of the name change. A.R.S. § 41-327.
- Failure to notify the secretary of an address change within 30 days of the change. A.R.S. § 41-323.

EXAMPLES OF MISCONDUCT UNDER A.R.S. § 41-330

- Substantial and material misstatement or omission in the application for a notary public commission that is submitted to the secretary of state.
- Conviction of a felony unless the notary public's civil rights have been restored, or of a lesser offense involving moral turpitude or of a nature that is incompatible with the duties of a notary public. A conviction after a plea of no contest is deemed to be a conviction for purposes of this paragraph.
- Revocation, suspension, restriction or denial of a professional license if that action was for misconduct, dishonesty or any cause that substantially relates to the duties or responsibilities of a notary public.
- Failure to discharge fully and faithfully any of the duties or responsibilities required of a notary public.
- The use of false or misleading advertising in which the notary public has represented that the notary public has duties, rights or privileges that the notary public does not possess by law.
- Charging more than the fees authorized by statute. A notary public who charges fees higher than allowed by rule (see the rules in the back of this manual) is liable to the party aggrieved in an amount four times the fee unlawfully demanded and received [excessive fees A.R.S. §§ 38-413 and 41-316(C)]. In doing so the notary public is also guilty of a class 5 felony.
- The commission of any act involving dishonesty, fraud or deceit with the intent to substantially benefit the notary public or another person or to substantially injure another person.
- Failure to complete the acknowledgment or jurat at the time the notary's signature and seal are affixed to the document.
- Failure to administer the oath or affirmation required at the time of performing a jurat for an individual.
- Execution of any notarial certificate by the notary public containing a statement known by the notary public to be false.
- Notarization of a document that contains no notarial certificate.
- The return for insufficient funds or any other reason for nonpayment of a check issued for an application or bond filing fees to the secretary of state.
- Failure to notify the Secretary of State's office within 30 days of a name change A.R.S. § 41-327. ♦



Notary law violations

Examples of violations to notary law are listed throughout the manual and include but are not limited to:

- A notary's failure to notify the Secretary of a lost or stolen notary journal within 10 days of the loss or theft [A.R.S. § 41-323(B)].
- A notary's failure to respond to an investigation [A.R.S. § 41-331(B)].
- A notary's failure to identify a signer using the satisfactory evidence of identity prescribed in statute. [A.R.S. § 41-311].
- A notary's failure to keep maintain and protect a journal of all notarial acts in accord with [A.R.S. § 41-319].

The laws governing notaries public are found in the Arizona Revised Statutes, and are on page 31. Failure to comply may result in the Secretary of State refusing, revoking or suspending a commission. Additionally, the annotated version of Arizona Revised Statutes and the historical notes to the notary law can be found at local libraries.

NOTARIAL ERRORS

Compliance: Notaries shall fully and faithfully discharge duties as a notary public. Any violation of notary statutes is also a failure to discharge fully and faithfully any of the duties or responsibilities required of a notary public. Some examples include:

NOTARIZATION WITHOUT USING A NOTARY SEAL

A notary who does not place his or her notary seal on a document has performed an incomplete notarization. Arizona law requires that the seal be placed on each notarization. Otherwise, a court of law could declare the notarization invalid.

NOTARIAL LANGUAGE IS MISSING

A notary who notarizes a document without notarial language (see notarial certificates examples in this manual) has performed an incomplete notarization. A court of law could declare the notarization invalid.

A DOCUMENT THAT CONTAINS BLANK SPACES IS IMPROPERLY NOTARIZED

A jurat cannot be performed on a document that contains blank spaces or that is incomplete. There is no such limitation when performing acknowledgments, although the Secretary of State's office recommends that a notary public not notarize a document containing obvious blank spaces. [A.R.S. § 41-328(A)].

IMPARTIALITY / PARTY TO THE INSTRUMENT

A notary public shall not perform a notarization on a document if the notary is an officer of any named party, if the notary is a party to the document or if the notary will receive any direct material benefit from the transaction that is evidenced by the notarized document that exceeds in value the fees prescribed pursuant to A.R.S. § 41-316 & 41-328(C).

PROHIBITED CONDUCT

Subject to A.R.S. § 41-320, a Notary shall not perform a notarization on a document if

- the notary is an officer of any named party
- the notary is a party to the document
- the notary will receive any direct material benefit from the transaction that is evidenced by the notarized document that exceeds in value the fees prescribed pursuant to A.R.S. § 41-316. ♦

FRAUD & DECEPTION >>

A notary public who engages in any fraudulent or deceptive conduct related in any way to his or her capacity as a notary may be held liable for misconduct. A seal may only be used by the person named on it. The notary shall not use someone else's notary seal or knowingly let someone else use his/her notary seal. ♦

LANGUAGE DECEPTION >>

A.R.S. § 41-329 (A) & (B) states:

(A) Every notary public who is not an attorney who advertises, by any written or verbal means, the services of a notary public in a language other than English, with the exception of a single desk plaque, shall post or otherwise include with the advertisement a notice in English and the other language. The notice shall be of conspicuous size, if in writing, and shall state: "I am not an attorney and cannot give legal advice about immigration or any other legal matters."

(B) A notary public who violates subsection A of this section is guilty of a class 6 felony and the notary public's commission shall be permanently revoked.

In other words, if a notary is not an attorney, the notary may not advertise his or her services in another language unless the notary also makes it clear, pursuant to the above referenced statute, that he or she is not an attorney and cannot offer legal advice about immigration or any other issue. ♦

ADDITIONAL REASONS FOR REVOCATION >>

The Secretary of State will revoke a notary's commission if a bonding or insurance company cancels a notary's bond or if the check used to pay for the notary's commission is returned for non-sufficient funds. ♦



***WHEN A NOTARY COMPLAINT IS FILED >>**

The following information shall be clearly identified when a complaint is filed:

- The party opening the grievance. If a government agency is filing the grievance an individual must be identified who will serve as the point of contact while the investigation is conducted.
- The name of the notary who has allegedly committed the notary violation(s) must be clearly identified.
- A detailed description of the circumstances surrounding the notary's services must be provided.
- The complaining party must identify how they believe the notary's actions violated the law.
- A copy of the notarized document at issue and other documents/ information supporting the allegations. ♦

A WORD ABOUT NOTARY TRAINING >>

Private companies and organizations also offer notary training. The State of Arizona does not designate an official trainer or endorse companies who train notaries.

Be wary of any company claiming to be an "official" trainer for the State of Arizona, as it has not been designated as such by the Secretary of State's office or the State of Arizona. ♦

Notary Public Complaints

An investigation of misconduct

Steps:

1. The Secretary receives a written complaint indicating a violation of notary law or ethics. *See article left, When a Notary Complaint is Filed.**
2. The complaint is forwarded to the Arizona Attorney General's Office ("AGO").
3. The AGO investigates the complaint. (While pending, the complaint is confidential.)
4. The AGO provides the Secretary with its investigation results.
5. The Secretary's office contacts the notary public by written notice of the decision.

Results; a decision may include taking no action to:



Suspension of a commission, from 30 to 180 days, pursuant to A.R.S. § 41-330(C);

Revoking a commission indefinitely, pursuant to A.R.S. § 41-330(A).

In the case of a suspension or revocation, a notary public has 30 days from the date of notification of the disciplinary action to appeal the action by requesting an administrative hearing by certified mail, fax or some means of receipt. ♦

Notary Training

WORKSHOP—IN-PERSON: Free notary workshops are offered by the Secretary of State's office. Request a schedule and locations and sign up; by phone at (602) 542-6187; OR online at www.azsos.gov.

Compliance: The Secretary of State *may* require that applicants and suspended notaries present proof of attendance at a notary training course 90 days before receiving their commissions or 90 days before reinstatement of a suspended commission.

Fees: None.



Failure to comply: Subject to A.R.S. § 41-330 (A)(4), the Secretary of State may refuse, revoke or suspend a notary public's commission. If a suspended notary fails to provide proof of workshop attendance within the time frame set forth in the terms of their suspension the notary commission will be revoked.

WORKSHOP—ON-LINE: The Secretary of State's free notary workshop presentation may be viewed online. It has been provided as a courtesy and for informational purposes only. A certificate of attendance will *not* be issued for online viewing.

NOTARY PUBLIC REFERENCE MANUAL: Copies of this manual are available on the Arizona Secretary of State's website in an electronic format. Paper copies are available through the office. To request additional copies, see page 2, "Contact Us."

Compliance (A.R.S. § 41-312): The law requires notaries public to "keep as a reference a manual that is approved by the Secretary of State that describes the duties, authority and ethical responsibilities of notaries public."

Fees: None. ♦



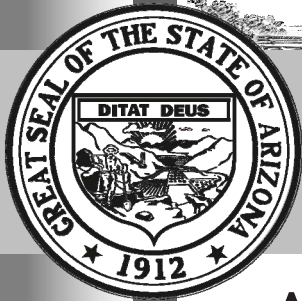
Key to Success

*It's simple: the document signer must be present in order for the notarization to take place. This means the person may have signed the **document** before being in the notary's presence. The person who signed the document still has to be present when the **notarization** is performed. See more information see page 16, Documents and Signatures.*



Chapter 3

- Reasonable Requests p.16
- Documents and Signatures p.16
- Foreign Language Requirements p.16
- Satisfactory Evidence of Identity p.18
- Documents with Signature p.20
- Notarization Steps p.21
- Notary Journals p.22
 - Transactions p.22
 - Entries p.23
- Notary Fee Schedule p.24



Notarial Duties

Knowing your Boundaries

Arizona notaries public may only notarize documents within the state boundaries of Arizona.

If a document is to be filed in a different state, it may still be notarized by an Arizona notary public if it is presented before the notary within the State of Arizona, and the signer/requestor is in person for the notarization.

**You must be
in the State
of Arizona
boundaries
to notarize a
document!**

NOTARIAL CERTIFICATES >>

Not to be confused with a commission certificate, a notarial certificate is the part of, or attachment to, a notarized document. The certificate is to be completed by the notary public and that bears the notary public's wet signature and seal.

Notarial Certificate Facts

The certificate states the facts that are attested to by the notary public in a particular notarization [A.R.S. § 41-311 (7)].

Notarial Certificate Venue

The state and county where the notarization takes place is known as the "venue." [A.R.S. § 41-311(12)].

Notarial Certificate Types

A notary public should become familiar with the types of notarial certificates on a document. Samples of certificates are on in Chapter 6. ♦

Documents Without Notarial Certificates

If a document does not contain a notarial certificate but the individual wants his or her signature notarized, the notary public must ask the requestor which type of notarization he or she wants. The individual requesting the notarization determines the type of notarial certificate.

Once this is determined, the notary public can type, stamp or neatly handwrite this information on the document or attach a certificate (see "Attach Certificate" sidebar on page 27 and samples of certificates on pages 57-62). ♦

Notarization Request

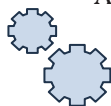
Compliance: If a reasonable request is made, a notary public shall notarize a document under the guidelines in this manual.



Failure to comply: A notary public cannot refuse a notarization of a document if a reasonable request is made. However, a notary can refuse a notarization if the document or the signer does not meet other requirements listed in this manual.

HOW IT WORKS

Posted Hours



A reasonable request includes one that is made during a notary's normal business hours, that is, the hours posted on the door of the business.

Note: Even if the request is made one minute before closing, it is considered a reasonable request.



Hours of Duty

As another example: if a notary only performs notarial acts while on duty for his or her employer, and his or her work hours are 8:00 a.m. to 5:00 p.m., then a request made at 8:00 p.m. would be an unreasonable request.

Black's Law Dictionary defines "reasonable" in part to be: "fair, proper, just, moderate, suitable under the circumstances . . ." ♦



Documents and Signatures

A document signer must appear in the notary's presence before any notary act can be performed.

- If the document signer is not present then the notary public may refuse the notarization.
- If the document signer is present and the document is already signed. See page 20, "Documents with a Signature."
- Regardless of whether a document is pre-signed or is signed in the notary's presence, the signer must still produce satisfactory evidence of identity before the notary proceeds with notarizing the document. ♦

Foreign Language Requirements

LANGUAGE COMPREHENSION IS KEY

Notaries may only perform the notarial acts prescribed in their notarial duties if the signer signs in a language that the notary public understands, and the notarial certificate is worded and completed using only letters characters and a language that is read, written and understood by the notary public. ♦

Written Translations — Continued on next page



WRITTEN TRANSLATIONS

A notary may perform a notarial act on a document that is a translation of a document that is in a language that the notary does not understand only if the person performing the translation signs an affidavit containing an oath/affirmation that the translation is accurate and complete. [A.R.S. § 41-313(D)]

The notarized translation and affidavit shall be attached to the document and shall contain all of the elements for an attached certificate (samples are in the back of this manual starting on page 57). See the sample of a translator's oath below.

The document in a foreign language must be attached to the translation and the translator's notarized affidavit in order for the notary to carry out the notarization of this type of document. ♦

TRANSLATOR'S OATH ~ SAMPLE

I _____ do solemnly swear or affirm that
(name of translator)

I know the English language and the _____ language, and that I can
(foreign)

translate from either of them into the other, and that the attached is an accurate and

complete translation of _____, made by me from
(brief description of document)

_____ into _____.
(language of original document) (language of translated document)

I understand that if I am found to have made a false or misleading statement

concerning information on this document, I may be subject to the penalty of perjury.

Signature Date

State of Arizona)
County of _____)

Subscribed and sworn/affirmed before me this _____ day of _____,

20 _____ by _____.

[affix seal here] _____
NOTARY PUBLIC

TRANSLATORS >>

It is not a requirement that the notary public provide customers with a translator.

It may be in their best interest to have a translator who they trust to translate correctly.

A translator may need to be present to verbally translate oaths or affirmations or to explain a document to a signer if they are unable to read the document prior to having their signature notarized. ♦

OATHS AND AFFIRMATIONS >>

A notary public should become familiar with oaths and affirmations and how to administer them. Samples of each are in on page 30.

An oath or an affirmation is a notarial act or part of a notarial act in which a person makes a vow in the presence of a notary public under penalty of perjury. [A.R.S. § 41-311(9)]. ♦



ID RULE EXCEPTIONS >>

Although subject to change, examples might include:

- Passports without visas from qualified individuals who are visiting from countries participating in the Visa Waiver Program. Visit www.state.gov for a list of such countries.
- Identification accepted from certain visitors from Canada and Mexico under the Western Hemisphere Travel Initiative. Visit www.getyouhome.gov for more information. ♦

For the purposes of real estate conveyance and financing

In addition to the other forms of acceptable identification, a notary may accept the following forms of ID:

1. A valid unexpired passport issued by a national government other than the United States government and that is accompanied by a valid unexpired visa or other documentation that is necessary to establish an individual's legal presence in the United States.
2. Any other valid unexpired identification that is deemed acceptable by the United States Department of Homeland Security to establish an individual's legal presence in the United States and that is accompanied with supporting documents as required by the United States Department of Homeland Security. (See exceptions above.) ♦

VERBAL TRANSLATIONS

The signer may communicate directly with the notary in a language they both understand, or indirectly through a translator who is physically present with the signer and the notary at the time of the notarization and communicates directly with the signer and the notary in languages the translator understands. A.R.S. § 41-313(B)(3) ♦

Satisfactory Evidence of Identity

Compliance: A notary shall identify the signer of a document. This is referred to as satisfactory evidence of identity. (A.R.S. § 41-311)



Failure to comply: If a notary fails to comply with this requirement the Secretary of State may refuse, revoke or suspend a notary public's commission.

1. PERSONAL KNOWLEDGE OF THE INDIVIDUAL BY THE NOTARY

Requirements: A notary can use personal knowledge of the signer if the notary has known the individual for a sufficient length of time and the notary is assured that the signer has the identity claimed. In such instances, the notary does not need to request other forms of identification from the individual.

2. DRIVER LICENSE OR NONOPERATING IDENTIFICATION LICENSE

Requirements: Unexpired

Issued by: A state or territory of the United States.



3. U.S. PASSPORT

Requirements: Unexpired.

Issued by: The United States Department of State



4. ARMED FORCES IDENTIFICATION CARD

Requirements: Unexpired

Issued by: Any branch of the United States Armed Forces.



5. OTHER GOVERNMENT ISSUED IDENTIFICATION CARDS

Requirements: Unexpired; contains the customer's photograph, signature and physical description including: height, weight, eye color, and hair color.

Issued by: The United States government; a state or U.S. territory, or tribal government.



6. CREDIBLE PERSON

If a notary does not know the signer personally and the signer does not have valid ID the notary can use a credible person to identify the signer.

A credible person must be someone who knows the signer personally. Some state's refer to a credible person as a credible witness [A.R.S. § 41-311(11)(A)(v) and (vi)].

There are two types of credible persons:

1. The first is someone whom the notary knows and who knows the signer. Satisfactory evidence of identity of the credible person in this case is personal knowledge. The credible person is then placed under oath to swear or affirm that the signer has the identity claimed.
2. The second is someone whom the notary does not know personally but who personally knows the signer. The credible person must present the notary with an ID card that meets the requirements listed on pages 18.

RECORD THE TRANSACTION: The notary must list in the journal the type of satisfactory evidence of identity used for the credible person, and obtain the credible person's full name, signature and address, as well as all necessary journal elements for the signer (see page 55.)

Note that in both cases the credible person must *always* know the signer.

Credible Person Documentation

RECORD THE TRANSACTION: If a notary public uses a credible person as satisfactory evidence of identity the **credible person** must:

- Be placed under oath to affirm that the signer has the identity claimed. Examples of oaths to affirm a credible person are on page 30.

AND

- Sign the notary public's journal

The **signer** must also:

- Sign the notary public's journal ♦

Insufficient Evidence ~ Notarization Refusal

A notary should refuse a notarization:

1. IF THE CUSTOMER FAILS TO MEET THE STANDARDS IN A.R.S. § 41-311:

- If the notary public has no personal knowledge of the individual,
- There is no credible person, and
- The signer does not have an appropriate form of identification that meets the standards in Arizona law.

2. IF THE CUSTOMER HAS PRESENTED A FRAUDULENT ID

- If the notary public has determined the form of identification presented by the requestor is fraudulent

The notary public should document every refusal in his or her journal. ♦

FRAUDULENT IDENTIFICATION >>

It is recommended that Arizona notaries public learn how to detect fraudulent and false identification presented to them.

Classes are offered by many local police departments and sheriffs' offices.

Equipment for ID Checking

The Arizona Department of Liquor Licenses and Control has guidelines on how to check IDs.

They suggest not using ambient lighting but to have on hand: a flashlight, black UV light (to check security features), and a magnifying glass (to check security features).

RETENTION OF RECORDS >>

Notaries public are not required to keep copies of all notarizations.

If a notary personally knows the signer and the notary keeps a paper or electronic copy of the notarized document, it is not necessary to make a journal entry [A.R.S. § 41- 319(B)]. If the notary does not wish to retain a paper or electronic copy of the notarized document, he or she must make a journal entry instead.

If a notary does not know the person personally, he or she must make a journal entry of the notarization and may not merely keep a copy of the document as record of the transaction.

The office recommends keeping a journal entry regardless of whether a paper or electronic copy of the notarization is kept. ♦



RELATIONSHIP TO BLOOD RELATIVES

How it works

Arizona law states notaries cannot notarize for anyone related to the notary by marriage or adoption. A.R.S. § 41-328(B)

The law also states that a notary is an impartial witness.

The provision specifying that you cannot notarize for anyone related to you by marriage or adoption does allow notaries to notarize for a brother or sister but not a brother-in-law or sister-in-law.

Many courts have found that a sibling relationship implies some type of financial or beneficial interest in transactions involving other family members thereby negating an argument for impartiality.

Just because the law allows a notary public to notarize for blood relatives, it is not a recommended action. ♦

ARIZONA SECRETARY OF STATE NOTARY PUBLIC SYSTEM >>

The public can search online for Arizona notaries through the Arizona Secretary of State Notary Public System.

As stated under Applicant Privacy earlier in this manual a limited amount of information is released under Arizona law.

How it works

Visit: www.azsos.gov

Under "Search for Notaries" a notary can be searched by one of the following:

- Commission number
- Notary first and last name
- Business name
- Business zip code
- County of residency
- Commission expiration date ♦

Documents with Signature

Compliance: A document with acknowledgement language may be pre-signed. However, the document signer must be present for the notarization, and the signer must present satisfactory evidence of identity consistent with the information beginning on page 18.



If the notary does not know the signer, the signer must present satisfactory evidence of identity consistent with the elements beginning on page 19.

The notary is encouraged to compare the signature of the signer on the pre-signed document with the signature that the signer makes in the notary's journal. The notary must use his or her judgment when comparing signatures.

- If the signatures look like they were signed by the same person, the notary should perform the acknowledgment.
- If the signatures look different and the notary is unsure if the same person made the signatures, the notary may request that the signer sign the document again, or may refuse the notarization.

JURATS, A REMINDER: The document must be signed in the notary's presence when performing a jurat. See page 27. ♦

ACCEPTANCE OF SIGNATURES

A notary can notarize a thumb print or an "X" mark as a "signature" or "subscription."

These include any kind of mark where a person cannot write, provided that the person's name is written near the mark and the mark is witnessed by a person who writes his or her own name as a witness.

If a person who cannot write is either known to the notary or can provide sufficient evidence of his or her identity to the notary, the notary can then write the person's name near his or her mark.

RECORD THE TRANSACTION: A special note should be made in the notary's journal indicating this action. ♦

POWER OF ATTORNEY

If an individual claims to have Power of Attorney (POA) for another and presents a document for notarization in which the individual wants to sign on behalf of the person whose POA he or she claims to have, it is suggested that the notary request to see a copy of the POA. Verify that the POA grants the authority to execute the type of document that is being presented for notarization.

The signer is required to present satisfactory evidence of identity confirming that he or she is the individual he or she claims to be.

The individual should then sign his or her name. Next to that, he or she should print "signing on behalf of (name of individual whose POA he or she has)."

RECORD THE TRANSACTION: A journal entry must be made conveying who the signer was and on whose behalf he or she was signing. ♦



12 Steps to a Proper Notarization

These steps are verified and completed on EACH and EVERY notarization:

VERIFICATION

- 1. The SIGNER must be PERSONALLY PRESENT. If yes, continue.
- 2. Does the SIGNER COMPREHEND the underlying transaction on the document? If yes, continue.
- 3. Is the SIGNER PROCEEDING WILLINGLY? If yes, continue.
- 4. Has the notary IDENTIFIED the SIGNER? If yes, continue.
- 5. Has an ORIGINAL DOCUMENT been presented for notarization? If yes, then identify the type of notarial act. Is the notarization a jurat, acknowledgment, copy certification or oath/affirmation? Refer to Chapter 4 for more information. (See also *Original Documents* right)
- 6. Has a COMPLETE DOCUMENT been presented for notarization? If yes, continue. (See *Incomplete Documents* right)
- 7. Verify that the NOTARIAL LANGUAGE of the desired notarial act is on the document and obvious to the signer and notary. If yes, continue. If no act is clearly indicated, then the signer or other party involved with the document must choose the notarial act. A notary can explain the differences between the various acts, but cannot choose the act or the notary risks practicing law without a license. Refer to A.R.S. § 41-311 and Chapter 4 for the wording and format of notarial acts. If the signer identifies the notarial act, continue.
- 8. RECORD THE TRANSACTION. Indicate the notarial transaction performed in a notary journal. See journal entries page 23.

NOTARIZATION

- 9. Complete the VENUE on the document (page 16). The venue is the state and county where a notarial act physically occurs. On most documents, the notarial language has a space for the state and the county. The venue will not necessarily be the county on the notary seal. Notaries are authorized to perform notarizations within all counties in the state.
- 10. Complete the notarization by filling in the areas of the notarial certificate. The notarial certificate must be in a language the notary understands, A.R.S. § 41-313(B) (4), and it must contain the venue, date and facts attested to by the notary for that particular notarization. A.R.S. § 41-311(7).
- 11. SIGN the document near the title of "Notary Public." The notary must use his or her OFFICIAL wet SIGNATURE, not a facsimile (stamp or other means) of a signature on the document. The official name on the notary seal and the notary's official signature must be used exactly as the commissioned name on file with the Secretary of State's office. The title "Notary Public" may be below or next to the notary's signature block. Above all, the notary who performs the notarization must be clearly identified by the title "Notary Public." See *Notary Public Signature* at the bottom of page 8 or *Name Change* page 21.
- 12. AFFIX the "Notarial Seal." It is recommended that the notary seal be placed just below the notarial certificate and to the left, if possible. The notary should not stamp over signatures or other writing, if possible. However, if there is insufficient space on a document to affix the notary seal, it is better to stamp over pre-printed language than to stamp over signatures.

REMEMBER: The presence of the commissioning county on the notary's seal does not substitute affixing a venue to the notarial certificate. The seal and venue must always appear on a notarization. ♦

HOW TO VERIFY >>

1. Signer personally present

There are no exceptions. See page 16, *Documents and Signatures*. In Arizona, a signer may NOT appear via video conference for a notarization.

2. & 3. Signer comprehends and willingly proceeds

The notary has the right to refuse the notarization if he or she feels this is not the case.

4. Signer ID

Ways to identify the signer are listed on page 21.

5. Original document

An original document is one that is unsigned or that was physically signed in "wet ink" by the document signer. Acknowledgements (page 26) and jurats (page 27) must be identified and properly performed.

6. Complete vs. an incomplete document

An incomplete document is a document that has not been signed where a signature line is provided or where other obvious blanks appear in the document, or that lacks a notarial certificate [A.R.S. § 41-311(4)]. The notary cannot perform a notarial act on a document that is missing pages or that contains fields that should be filled in. If missing pages cannot be presented to the notary, or if the signer does not know how to fill in the blank fields in the document, the notarization cannot be completed. A document lacking a notarial certificate is considered an "incomplete document" and is grounds for revocation. ♦



PUBLIC VS. NON-PUBLIC RECORDS >>

A.R.S. § 41-319(E) specifies that if a notary performs both notarizations that are public records and those that are not public records, he or she may keep two journals – one for each type of notarization.

If a notary only performs notarizations that are public record, the notary may only keep one journal. ♦

REFUSAL OF NOTARIZATION >>

If a notary refuses a notarization for any reason, the notary should always make a notation in his or her journal about the refusal and the grounds for doing so in case legal action ensues over the refusal.

There is no guarantee that a journal entry exonerates a notary every time, but a notary should be in the habit of documenting the reason for the refusal.

Note: A hand-written document does not provide sufficient grounds for refusal of the notarization. ♦

Notary Journals and Notarial Transactions

A journal provides proof that a notary public performed a notarization.

The journal also verifies that the notary took the reasonable steps necessary to identify the signer of a document (see Satisfactory Evidence of Identity page 22). See page 40 for sample journal.



Compliance: All notaries must maintain a notary journal of all official acts. ♦



Failure to comply: Not maintaining a journal is a violation of A.R.S. § 41-319. If a notary fails to comply with this requirement the Secretary of State may refuse, revoke or suspend a notary public's commission.

PUBLIC RECORDS AND A NOTARY JOURNAL

Most notary journals are public record; however, some are not. These include notary records that are confidential due to attorney/client privilege or state or federal law. Notarized statements and journal entries associated with the parental consent for abortion statutes under A.R.S. § 36-2152(A) are confidential and are not public records. These documents must not be disclosed in response to a public records request and the contents must be kept confidential.

[Note: The notarization requirement found in A.R.S. § 36-2152 was enjoined by order of the Maricopa County Superior Court on September 29, 2009, and therefore is currently NOT in effect. Please refer to our website, www.azsos.gov for updates as to how the ongoing litigation will affect the law related notaries.] ♦

PUBLIC RECORDS REQUEST

Anyone can request a notary's journal records if the journal records are public records. The person making the request to view or have a record copied shall provide the request in writing and include:

- Month and year of the notarial act
- Name of the person whose signature was notarized
- The type of document or transaction

Request Refusal: If the person who makes the request has not done so in writing per A.R.S. § 41-319(F), or the request does not contain the necessary elements, the notary may refuse the person's request.

Request Compliance: If the requestor has met the requirements in A.R.S. § 41-319(F) the notary should provide the requestor with a copy the requested record within a reasonable amount of time.

Please Note: A notary shall not let the requestor view all journal entries. The notary shall only copy the transaction requested and cover the entries above and below before making a copy of the records. The notary public must furnish, when requested, a certified copy of any record in the notary public's journal [A.R.S. § 41-319(A)]. If a public records request has been made and the notary's journal has been relinquished to the Secretary of State's office, the notary should turn the request over to the Secretary of State. ♦



JOURNAL REQUIREMENTS

PURCHASING

Purchase a notary journal that meets the requirements of the law.

JOURNAL SHARING IS PROHIBITED

Notaries may not share journals and shall maintain his or her own journal.

JOURNAL USE FOR COURT REPORTERS

Court reporters who administer an oath or affirmation in a judicial proceeding are not required to obtain a signature in the reporter's journal (A.R.S. § 41-324). However, the journal must be used for all other notarizations performed.

REPLACING SEALS AND JOURNALS

Loss and theft of notary journals and seals are discussed on page 9.

JOURNAL RECORD RETENTION

Retention of journal records is reviewed on page 23. ♦

JOURNAL ENTRIES

ALL JOURNAL ENTRIES MUST INCLUDE:

- The date of the notarial act
- A description of the document or type of notarial act (e.g.: acknowledgment, jurat, copy certification, and oath or affirmation).
- Even though the law says a description of the document OR type of notarial act, the Secretary of State recommends the notary public fill in both fields if offered in the journal.
- The printed full name, address, and signature of each person for whom a notarial act is performed. To ensure accurate documentation of identification information, the notary should record the signer's name and address in his or her journal as provided on the ID.
- The type of satisfactory evidence of identity presented to the notary by each person for whom a notarial act is performed. (refer to page 16 for information on the types of evidence that can be accepted)
- A description of the satisfactory evidence of identity provided, such as serial number, and issuance or expiration dates.
- The fee, if any, charged per signature. If not charging, it is recommended that the notary simply write "Ø."
- If the document is written in a foreign language, the notary public must be able to read enough of that language to describe the document in his or her journal to ensure he or she is not attesting to information outside the scope of his or her authority.

JOURNAL ENTRIES MAY INCLUDE:

- The time of day of the notarization. This is not required under law, but is helpful when recalling a notarization.
- The thumbprint of a signer. Not all journals include an area for a thumbprint. A thumbprint is not required under Arizona law and not a valid reason to refuse a notarization.

GROUPING ENTRIES

If a notary performs more than one notarization of the same type for a signer either on like documents or within the same document and at the same time, the notary may group the documents together and make one journal entry for the transaction.

Exception: If a notary has personal knowledge of the identity of a signer, the notary is not required to make a journal entry, but instead may keep a paper or electronic copy of the notarized document for each notarial act. A.R.S. § 41-319(B) ♦

LOGGING SIGNATURES >>

If a notary does more than one notarization for an individual within a six-month period, the notary shall have the individual provide satisfactory evidence of identity the first time the notary performs the notarization for the individual but may not require satisfactory evidence of identity or the individual to sign the journal for subsequent notarizations performed for the individual during the six-month period. ♦



REPORTING EARNED INCOME >>

Accepting a \$2 fee is earned income and must be reported on state and federal tax returns.

Fees kept by the notary are reported by the notary.

Fees kept by the employer are reported by the employer. ♦

Notary Fee Schedule



Compliance (A.R.S. §§ 41-316): A notary can charge no more than \$2 per signature. Notary fees are set in rule (A.A.C. R2-12-1102). See the notary rules starting on page 47. ♦

POSTING OF FEES

Compliance (A.R.S. § 38-412): Arizona law requires notaries public to post a schedule of fees in a conspicuous place. ♦

A NOTARY PUBLIC MAY:

- Charge less than the \$2 fee or up to \$2 per signature.
- Not charge fees.

Fees shall be set and be consistent. That is, the same fee should be charged for each notarization.

Courts: Superior justice courts have a different fee schedule. See the laws on page 39. ♦

OTHER FEES

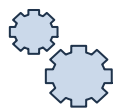
Service or transaction fees: shall not be charged.

Mileage fees: can be charged. A notary public may charge a travel mileage, if he or she travels a distance to perform a notarization. The travel mileage fee is the amount allowed Arizona state employees. The Department of Administration determines the mileage fee through its General Accounting Office. The mileage fee schedule is posted at www.gao.az.gov/travel. ♦



Failure to comply (A.R.S. § 38-413): If an officer demands and receives a higher fee than prescribed by law, or any fee not so allowed, such officer shall be liable to the party aggrieved in an amount four (4) times the fee unlawfully demanded and received by him. An officer who violates this section is guilty of a class 5 felony. Overcharging fees or not being consistent with fee charges is a failure to comply with laws and rules.

HOW IT WORKS



Fees charged in and out of the workplace

Workplace fee limits: Companies and organizations who employ a notary public can request the notary public to charge the fees as set in the notary fees schedule. See R2-12-1102 Notary Public Fees on page 47.

If a public or private entity employs a notary public the fees charged during normal work hours are the *property of the employer*.

Fees outside the workplace: Fees charged for notarial services outside the notary public's workplace remain the *notary public's property*. [A.R.S. § 41-312(C)(2)] ♦

Be on Target

REMEMBER: Companies and employers may not ask notaries public to charge more than the \$2. This request violates Arizona rules.



Key to Success



Learning to identify the four types of notarial acts is paramount to a proper notarization.

Language is the key. Always read the language on the documents before performing a notarization.

Chapter 5

STYLE AND CONTENT

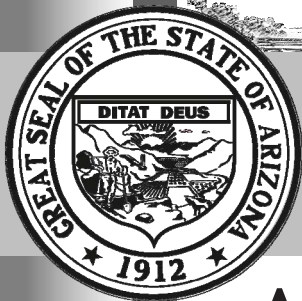
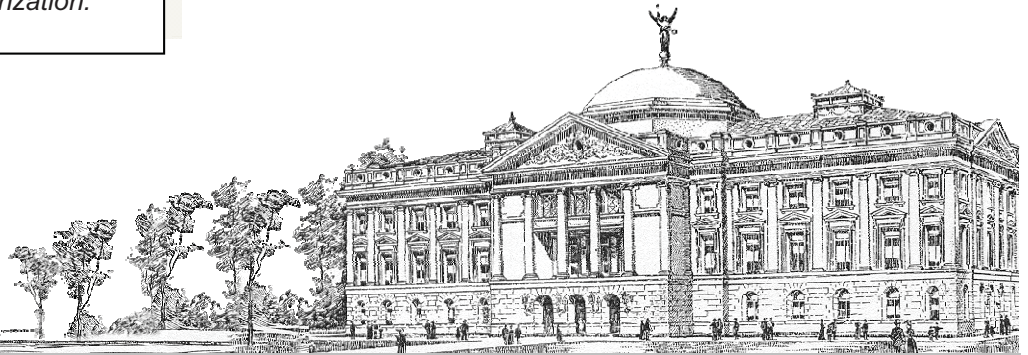
Acknowledgments p.26

Jurats p.27

Copy certifications p.28

Oaths and affirmations p.30

Included are definitions, checklists and samples.



Notarial Acts

Notarial Acts One through Four

A commissioned Arizona notary public may only perform four notarial acts (A.R.S. § 41-313):

1. Acknowledgments;
2. Jurats;
3. Copy certifications; and
4. Oaths and affirmations. ♦

THE LANGUAGE IS THE KEY TO A PROPER NOTARIZATION

Always read the notarial language on documents. The pre-printed language will tell the notary public what type of notarization is to be performed.

Be aware that the document may have been prepared in a different state or jurisdiction, and the pre-printed language may not be proper in Arizona.

If any part of the notarial certificate is incorrect, the notary public should either cross out and initial the incorrect words with ink or cross out the entire wording and type or write in the correct wording.

Do not attempt to erase or use correction fluid or tape.

All changes must be initialed. ♦

**A WORD ABOUT
ACKNOWLEDGMENTS
AND JURATS >>**

Acknowledgments may be signed in advanced, but, as with all notarizations, the signer must appear before the notary and present satisfactory evidence of identity.

With a jurat, the signer must be placed under oath by the notary, and then they must sign the document in the notary's presence. ♦

1. Acknowledgments A.R.S. § 41-311(1)

DEFINITION: An acknowledgment is a notarial act in which a notary certifies that a signer, whose identity is proven by satisfactory evidence, appeared before the notary and acknowledged that the signer signed the document.

- The signer acknowledges his or her signature; the notary verifies the signer's acknowledgment;
- The signer is not required to sign the document in the notary's presence for an acknowledgment;
- The signer may pre-sign the document or may choose to sign it in the notary's presence.
- Because the notary is attesting to the genuineness of the signature, the notary may not perform an acknowledgment that will be signed at a later time.
- Even if a document has been pre-signed, the document signer must be in the notary's presence at the time the notary performs the notarization. ♦

Acknowledgment Checklist

- The signer must be in the notary's presence and present the document to the notary. If not, the notary must refuse the notarization.
- The notary verifies the type of notarization with the signer. If the act requested is not an acknowledgement, do not continue with this checklist. Instead, choose the notarial act check list for the type of notarization the signer is requesting.
- The signer must present satisfactory evidence of identity. If not, the notary must refuse the notarization.
- If a credible person is used, he or she must be placed under oath and swear or affirm that the signer has the identity claimed (See oath sample #2 on page 30).
- The document presented can either be pre-signed or signed in the notary's presence. If pre-signed, the signer must acknowledge that he or she signed the document.
- Identify that the notarial certificate on the document is for an acknowledgement. The wording is "Acknowledged before me..."
- If the signer is requesting that an acknowledgment be performed, but the document does not contain a notarial certificate with language for an acknowledgement, a notary may use the sample acknowledgment wording on page 27 or the attach acknowledgement certificate sample in Chapter 6.
- The notary makes a complete journal entry, describing the document in detail. If the document is written in a foreign language and the notary does not have a general understanding of the language, the notary can reserve the right to refuse the notarization. The notary fills out his or her journal with the signer's satisfactory evidence presented.
- The signer signs the notary's journal.
- If a credible person is used, the credible person signs the notary's journal.
- If the document was pre-signed, the notary should compare the journal signature against the signature on the document.
- If the document has not yet been signed, upon verifying the signer's identity, the notary should have the signer sign the document.
- If the signatures look similar, the notary completes the acknowledgment by reading the notarial certificate language.

Checklist — Continued on next page



Acknowledgment Checklist continued from page 21

- If any notarial language is incorrect, the notary shall cross it out, and write the corrected information above it and initial the changes.
- The notary fills in ALL blanks on the notarial certificate.
- The notary signs the notarial certificate, attesting that the signature of the signer is genuine and also that the notarial language is correct.
- The notary affixes his or her notary seal. The seal generally is affixed to the left of the signature. If the seal is illegible, the notary should strike through and initial it and affix his or her seal again.
- If an attach certificate is necessary see right column for necessary elements and Chapter 6 for a sample. ♦

ACKNOWLEDGEMENT SAMPLE:

State of Arizona)
 County of _____)

On this ____ day of _____, 20____, before me personally
 [Day] [Month] [Year]

appeared _____, whose identity was proven
 [Name of Signer]

to me on the basis of satisfactory evidence to be the person who he or she claims to be, and acknowledged that he or she signed the above/attached document.

(seal)
 [Affix Seal Here] _____ Notary Public [Notary Public Signature]

2. Jurats A.R.S. 41 § 311(5)

DEFINITION: A jurat is a notarial act in which the notary certifies that a signer, whose identity is proven by satisfactory evidence, has:

- Made in the notary’s presence a voluntary signature; and has
- Taken an oath or affirmation vouching for the truthfulness of the signed document. Some states refer to this type of notarization as an affidavit.

A notary shall perform a jurat any time the words:

- sworn to (or affirmed) before me
- subscribed and sworn to (or affirmed), or similar words appear in the notarial certificate.
- Because a signer is swearing or affirming that the information is true, blank spaces in the document are prohibited. [A.R.S. § 41-328(A)]. ♦

Jurat Check List

- The notary verifies the type of notarization with the signer. If it is not a jurat, do not continue with this check list. Instead, use the notarial act check list for the type of notarization the signer is requesting.
- The signer must present satisfactory evidence of identity. If not, the notary must refuse the notarization.

Checklist — Continued on next page

WHEN TO ATTACH A CERTIFICATE

A notary may use an additional sheet of paper to attach the notarial certificate to a document if there is no room left on the document.

If the notary attaches a certificate, the notary should title the page with the words “Notarial Acknowledgement”, “Notarial Jurat”, or Copy Certification.

In order to prevent someone from affixing the attach certificate it to a different document, the notary must also describe the attached document on the page containing the notarial certificate in as great of detail as possible.

The description must include at a minimum:

- Type/Title of document
- Document date
- Number of pages attached
- Any additional signers other than those listed in the notarial certificate.

The office also recommends that document pages be numbered, such as “1 of 1” or “1 of 2,” etc. ♦

BE ON TARGET

Caution: While a notary might be inclined to affix his or her seal to all pages in a packet, the seal should only be affixed on the page with the notarial certificate.



If the notary wants, he or she may use an embossing seal on the additional pages or simply initial the attached pages in order to indicate that those pages were part of the packet presented to them, but they should not affix their notary seal to the pages without a notarial certificate. ♦




REQUESTS FOR DOCUMENT PREPARATION >>

The office recommends that an Arizona notary public not prepare a document to be notarized.

Unless the notary is an attorney or a certified legal document preparer, the notary should not prepare documents.

Even if the notary is an attorney or a certified legal document preparer, notarizing a document that the notary prepared casts doubt on the impartiality of the notarization.

 Visit the website of the Arizona Judicial Branch at www.azcourts.gov for information about the Legal Document Preparer Program.

E-mail: LDP@courts.az.gov ♦

4. Oaths or Affirmations A.R.S. 41 § 311(9)

During notarizations a notary may be required to give a signer or credible person an oath or affirmation.

The signer or credible person makes the decision as to whether he or she would like to take an oath or an affirmation.

- An oath means the signer or credible person is swearing to a supreme being (for example: God).
- An affirmation is taken when the signer or credible person does not believe in a supreme being or does not want to swear to a supreme being.



A violation of either an oath or an affirmation constitutes perjury.

Oath Checklist

A notary should ask the signer or credible person to:

- Raise his or her right hand. If for any reason a right hand cannot be raised, then the signer shall raise their left hand. If for any reason a left hand also cannot be raised, then the oath or affirmation should be given as follows:

Ask the signer or credible person to either:

1. Repeat the oath statement as stated in the sample oaths; OR
2. Answer the question as stated in the sample oaths.

- The notary shall record the transaction in his or her journal and fill out the journal with the signer's satisfactory evidence of identity.
- The requestor signs the notary's journal. If a credible person is used, the credible person must also sign the journal.

OATH SAMPLE #1 - JURAT

Choose one:

- Please repeat the oath statement, by either swearing or affirming: "I, [insert signer's name], swear or affirm that the contents of this document are true and correct."
- Please answer the oath question with "I do swear" or "I do affirm" "Do you swear or affirm that the contents of this document are true and correct?"

OATH SAMPLE #2 - CREDIBLE PERSON

Choose one:

- Please repeat the oath statement, by either swearing or affirming: "I, [insert credible person's name], [swear or affirm] that the person appearing before you and who signed this document in your presence is the person that he or she claims to be."
- Please answer the oath question with "I do swear" or "I do affirm" "Do you swear or affirm that that the person appearing before me and who signed this document in my presence is the person he or she claims to be?" ♦



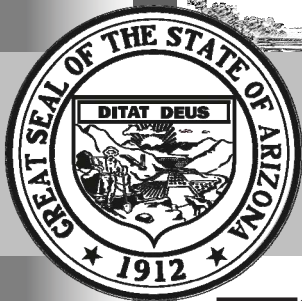
Chapter 5

Arizona Revised Statutes p.32
Administrative Rules p.47
Rules of Civil Procedure p.47
Attorney General Opinions p.48

Key to Success

The Arizona notary law has been amended in 1996, 1997, 1999, 2000, 2004, 2007, 2008, 2009, 2010, and 2011.

The Office cannot answer offer legal advice or otherwise offer recommendations on document preparation. It is advised that the Notary Public consult with an attorney concerning such issues.



Notarial Laws and Rules

About Arizona Laws and Rules

The law requires that an Arizona notary keep this handbook as a reference.

ARIZONA LAWS (STATUTES)

Arizona Revised Statutes is a compilation of general and permanent laws of the State of Arizona. It incorporates all new laws, amendments and repeals of laws. These laws are made by the Arizona State Legislature.

The acronym for Arizona Revised Statutes is "A.R.S." and sections of the statute are denoted by a section "§" symbol. Within the law are subsections denoted by letters and numbers.

The official publisher of the statutes is Thomson Reuters. These are laws published in blue-bound books found at local libraries throughout the state. The law can also be found online at the State Legislature's website, under Legislative Council, www.azleg.gov.

ARIZONA RULES

Administrative Rules are not enacted by the Legislature like laws. They are made, amended or repealed by state agencies, boards and commissions (Arizona Revised Statutes, Title 41, Chapter 6). Arizona law gives these entities the authority to make rules. Administrative rules have the force and effect of law.

The *Arizona Administrative Code* is where the official rules of the state of Arizona are published. The acronym for the Arizona Administrative Code is "A.A.C." Much like laws, rules have subsections denoted by letters and numbers.

Arizona Notary rules can be found in Title 2, Administration, Chapter 12, Office of the Secretary of State, or properly referred to as 2 A.A.C. 12. Rules can be found online under Rules Filings, www.azsos.gov. ♦

ARIZONA REVISED STATUTES

TITLE 41. STATE GOVERNMENT
CHAPTER 2. ADMINISTRATIVE OFFICERS
ARTICLE 2. NOTARIES PUBLIC

§ 41-311. DEFINITIONS

In this article, unless the context otherwise requires:

- 1. "Acknowledgment" means a notarial act in which a notary certifies that a signer, whose identity is proven by satisfactory evidence, appeared before the notary and acknowledged that the signer signed the document.
2. "Commission" means to authorize to perform notarial acts and the written authority to perform those acts.
3. "Copy certification" means a notarial act in which the notary certifies that the notary has made a photocopy of an original document that is neither a public record nor publicly recordable.
4. "Incomplete document" means a document that has not been signed where a signature line is provided or where other obvious blanks appear in the document or that lacks a notarial certificate.
5. "Jurat" means a notarial act in which the notary certifies that a signer, whose identity is proven by satisfactory evidence, has made in the notary's presence a voluntary signature and has taken an oath or affirmation vouching for the truthfulness of the signed document.
6. "Notarial act" or "notarization" means any act that a notary is authorized to perform under section 41-313.
7. "Notarial certificate" or "certificate" means the part of or attachment to a notarized document for completion by the notary that bears the notary's signature and seal and states the venue, date, and facts that are attested by the notary in a particular notarization.
8. "Notary public" or "notary" means any person commissioned to perform notarial acts under this article.
9. "Oath" or "affirmation" means a notarial act or part of a notarial act in which a person made a vow in the presence of the notary under penalty of perjury, with reference made to a supreme being in the case of an oath.
10. "Personal knowledge" means familiarity with an individual resulting from interactions with that individual over a sufficient time to eliminate reasonable doubt that the individual has the identity claimed
11. "Satisfactory evidence of identity" means:

- (a) Proof of identity is evidenced by one of the following:
(i) An unexpired driver license that is issued by a state or territory of the United States.
(ii) An unexpired passport that is issued by the United States Department of State.
(iii) An unexpired identification card that is issued by any branch of the United States Armed Forces.
(iv) Any other unexpired identification card that is issued by the United States government or a state or tribal government, that contains the individual's photograph, signature and physical description that contains the individual's height, weight, color of hair and color of eyes.
(v) The oath or affirmation of a credible person who is personally known to the notary and who personally knows the individual.
(vi) The oath or affirmation of a credible person who personally knows the individual and who provides satisfactory evidence of identity pursuant to item (i), (ii), (iii), or (iv) of this subdivision.
(vii) Personal knowledge of the individual by the notary.
(b) In addition to subdivision (a), for the purposes of real estate conveyance or financing proof of identity may be evidenced by one of the following:
(i) A valid unexpired passport that is issued by the United States government.
(ii) A valid unexpired passport that is issued by a national government other than the United States government and that is accompanied by a valid unexpired visa or other documentation that is issued by the United State government and that is necessary to establish an individual's legal presence in the United States.
(iii) Any other valid unexpired identification that is deemed acceptable by the United States Department of Homeland Security to establish an individual's legal presence in the United States and that is accompanied with supporting documents as required by the United States Department of Homeland Security.
12. "Venue" means this state and county where a notarial act occurs.

§ 41-312. APPOINTMENT; TERM; OATH AND BOND

A. The secretary of state may appoint notaries public



in each county to hold office for four years who shall have jurisdiction in the county in which they reside and in which they are appointed. Acknowledgments of documents may be taken and executed and oaths may be administered by a notary public in any county of the state although the commission is issued to the notary public in and for another county.

B. The secretary of state shall give notice of the appointment to the person appointed who shall take, within twenty days after receiving such notice, the oath prescribed by law and give a bond, with sureties approved by the state, in an amount prescribed by the secretary of state and file it with the secretary of state. On filing the official oath and bond the secretary of state shall deliver the commission to such person.

C. A notary public is a public officer commissioned by this state and the following apply without regard to whether the notary public's employer or any other person has paid the fees and costs for the commissioning of the notary public, including costs for the official seal and journals:

1. A notary public's official seal and commission and any journal that contains only public record entries remain the property of the notary public.

2. A notary public may perform notarizations outside the workplace of the notary's employer except during those times normally designated as the notary public's hours of duty for that employer. All fees received by a notary public for notarial services provided while not on duty remain the property of the notary public.

3. An employer of a notary public shall not limit the notary public's services to customers or other persons designated by the employer.

D. A notary public shall continue to serve until the notary public's commission expires, the notary public resigns the commission, the notary public dies or the secretary of state revokes the commission. An employer may not cancel the notary bond or notary commission of any notary public who is an employee and who leaves that employment.

E. A notary public shall comply with all of the following:

1. Be at least eighteen years of age.
2. Be a citizen or a legal permanent resident of the United States.
3. Be a resident of this state for income tax purposes

and claim the individual's residence in this state as the individual's primary residence on state and federal tax returns.

4. Except as provided in section 41-330, subsection A, paragraph 2, never have been convicted of a felony.

5. Keep as a reference a manual that is approved by the secretary of state and that describes the duties, authority and ethical responsibilities of notaries public.

6. Be able to read and write English.

F. An applicant for appointment and commission as a notary public shall complete an application form prescribed by the secretary of state. Except for the applicant's name and business address, all information on the application is confidential and may not be disclosed to any person other than the applicant, the applicant's personal representative or an employee or officer of the federal, state or local government who is acting in an official capacity. The secretary of state shall use the information contained on the application only for carrying out the purposes of this article.

G. This state or any of its political subdivisions may pay the fees and costs for the commissioning of a notary public who is an employee of this state or any of its political subdivisions and who performs notarial services in the course of the notary public's employment or for the convenience of public employees.

H. The secretary of state may require that applicants attend and suspended notaries present proof of attendance at a notary training course before receiving their commissions or before reinstatement of a suspended commission. Any applicant who is required to attend a notary training course must complete the training within ninety days before renewing their commissions. The secretary of state may assess a fee prescribed by the secretary of state for administering notary training courses. The secretary of state shall deposit the fees collected in the notary education fund established by section 41 332.

§ 41-313. DUTIES

A. Notaries public shall perform the following notarial acts, when requested:

1. Take acknowledgments and give certificates of the acknowledgments endorsed on or attached to the instrument.
2. Administer oaths and affirmations.
3. Perform jurats.



4. Perform copy certification.

B. Notaries public shall perform the notarial acts prescribed in subsection A of this section only if:

1. The signer is in the presence of the notary at the time of notarization.
2. The signer signs in a language that the notary understands.
3. Subject to subsection D, the signer communicates directly with the notary in a language they both understand or indirectly through a translator who is physically present with the signer and notary at the time of the notarization and communicates directly with the signer and the notary in languages the translator understands.
4. The notarial certificate is worded and completed using only letters, characters and a language that are read, written and understood by the notary public.

C. If a notary attaches a notarial certificate to a document using a separate sheet of paper, the attachment must contain a description of the document that includes at a minimum the title or type of document, the document date, the number of pages of the document and any additional signers other than those named in the notarial certificate.

D. A notary may perform a notarial act on a document that is a translation of a document that is in a language that the notary does not understand only if the person performing the translation signs an affidavit containing an oath or affirmation that the translation is accurate and complete. The notarized translation and affidavit shall be attached to the document and shall contain all of the elements described in subsection C.

E. Notaries public shall:

1. Keep, maintain and protect as a public record a journal of all official acts performed by the notary as described in section 41-319.
2. Provide and keep the official seal that is imprinted in dark ink with the words "notary public", the name of the county in which the notary is commissioned, the name of the notary as it appears on the notarial application, the great seal of the state of Arizona and the expiration date of the notarial commission.
3. Authenticate with the official seal all official acts on every certificate or acknowledgment signed and sealed by the notary.

4. Respond to any requests for information and comply with any investigations that are initiated by the secretary of state or the attorney general.

§ 41-314. NOTARY BOND FUND; PURPOSE; EXEMPTION

- A. The notary bond fund is established consisting of monies received pursuant to section 41-178.
- B. The secretary of state shall administer the fund and spend monies in the fund in order to defray the cost of the Secretary of State's office assuming the responsibilities associated with the processing and administration of notary bonds.
- C. On notice from the secretary of state, the state treasurer shall invest and divest monies in the fund as provided by section 35-313, and monies earned from investment shall be credited to the fund.
- D. Monies in the fund are continuously appropriated and exempt from the provisions of section 35-190 relating to lapsing of appropriations.

§ 41-315. BOND

- A. A person who has been commissioned as a notary shall file with the secretary of state an oath of office and a bond in an amount prescribed by the secretary of state in order for the commission to become effective. A licensed surety shall execute the bond. The bond shall be effective for four years beginning on the commission's effective date.
- B. The secretary of state shall not accept any bond that was issued more than sixty days before or more than thirty days after the date on which the secretary of state commissions a notary.

§ 41-316. FEES

- A. The secretary of state shall establish fees that notaries public may charge for notarial acts. These fees shall be established by rules adopted pursuant to chapter 6 of this title.
- B. Notaries public may be paid an amount up to the amount authorized for mileage expenses and per diem subsistence for state employees as prescribed by title 38, chapter 4, article 2.
- C. A notary shall not advertise or charge or receive a fee for performing a notarial act except as specifically authorized by rule.

§ 41-317. DELIVERING NOTARY SEAL, NOTARIAL JOURNAL AND RECORDS; FAILURE TO COMPLY; STORING RECORDS; CERTIFIED COPIES



A. On the resignation or revocation of a notarial commission or the death of a notary, the notary seal, notarial journal and records, except those records of notarial acts that are not public record, shall be delivered by certified mail or other means providing a receipt to the secretary of state. If a notary does not apply for reappointment, on expiration of the notarial commission the notary seal, journal and records shall be delivered to the secretary of state as required for resignation under this subsection. A notary who neglects for three months thereafter to deposit such records, seal and papers, or the personal representative of a deceased notary who neglects for three months after his appointment to deposit such records, seal and papers, shall forfeit to the state not less than fifty nor more than five hundred dollars.

B. While a notary public is commissioned, a notary public shall keep all records and journals of the notary's acts for at least five years after the date the notarial act was performed. On receipt of the records and journals from a notary public who no longer is commissioned, the secretary of state shall keep all records and journals of notaries public deposited in the Secretary of State's office for five years and shall give certified copies thereof when required, and for the copy certifications the secretary of state shall receive the same fees as are by law allowed to notaries public. The copy certifications shall be as valid and effectual as if given by a notary public.

§ 41-318. WILFUL DESTRUCTION OF RECORDS; PENALTY

Any person who knowingly destroys, defaces or conceals any journal entry or records belonging to the office of a notary public shall forfeit to the state an amount not exceeding five hundred dollars and shall be liable for damages to any party injured thereby.

§ 41-319. JOURNAL

A. The notary shall keep a paper journal and, except as prescribed by subsection E, shall keep only one journal at a time. The notary shall record all notarial acts in chronological order. The notary shall furnish, when requested, a certified copy of any public record in the notary's journal. Records of notarial acts that violate the attorney-client privilege or that are confidential pursuant to federal or state law are not a public record. Each journal entry shall include at least:

1. The date of the notarial act.
2. A description of the document or type of notarial act.

3. The printed full name, signature and address of each person for whom a notarial act is performed.

4. The type of satisfactory evidence of identity presented to the notary by each person for whom a notarial act is performed, if other than the notary's personal knowledge of the individual is used as satisfactory evidence of identity.

5. A description of the identification document, its serial or identification number and its date of issuance or expiration.

6. The fee, if any, charged for the notarial act.

B. If a notary has personal knowledge of the identity of a signer, the requirements of subsection A, paragraphs 1 through 5 may be satisfied by the notary retaining a paper or electronic copy of the notarized documents for each notarial act.

C. If a notary does more than one notarization for an individual within a six month period, the notary shall have the individual provide satisfactory evidence of identity the first time the notary performs the notarization for the individual but may not require satisfactory evidence of identity or the individual to sign the journal for subsequent notarizations performed for the individual during the six month period.

D. If a notary performs more than one notarization of the same type for a signer either on like documents or within the same document and at the same time, the notary may group the documents together and make one journal entry for the transaction.

E. If one or more entries in a notary public's journal are not public records, the notary public may keep one journal that contains entries that are not public records and one journal that contains entries that are public records. A notary public's journal that contains entries that are not public records is the property of the employer of that notary public and shall be retained by that employer if the notary public leaves that employment. A notary public's journal that contains only public records is the property of the notary public without regard to whether the notary public's employer purchased the journal or provided the fees for the commissioning of the notary public.

F. Except as provided in subsections A and E, the notary's journal is a public record that may be viewed by or copied for any member of the public, but only upon presentation to the notary of a written request that details the month and year of the notarial act, the name of the person whose signature was notarized and



the type of document or transaction.

§ 41-320. COMPETENCY OF BANK AND CORPORATION NOTARIES

A. It is lawful for a notary public who is a stockholder, director, officer or employee of a corporation to take the acknowledgment or oath of any party to any written instrument executed to or by the corporation, or to administer an oath to any other stockholder, director, officer, employee or agent of the corporation, or to protest for nonacceptance or nonpayment of bills of exchange, drafts, checks, notes and other negotiable instruments which may be owned or held for collection by the corporation.

B. It is unlawful for any notary public to take the acknowledgment of an instrument executed by or to a corporation of which he is a stockholder, director, officer or employee, where the notary is a party to the instrument, either individually or as a representative of the corporation, or to protest any negotiable instrument owned or held for collection by the corporation, where the notary is individually a party to the instrument.

§ 41-321. OBTAINING A SEAL; VIOLATION; CLASSIFICATION

A. A vendor of notary seals may not provide an official seal to a person unless the person presents a photocopy of the person's notarial commission. The vendor shall retain the photocopy for four years.

B. A notary public's official seal may be any shape and shall produce a stamped seal that is no more than one and one-half inches high and two and one-half inches wide. A notary public may possess only one official seal but may also possess and use an embossing seal that may be used only in conjunction with the notary public's official seal. An embossing seal is not an official seal of a notary public.

C. A person who violates this section is guilty of a class 3 misdemeanor.

§ 41-322. AUTHENTICATION OF AUTHORITY OF OFFICER FOR FOREIGN NOTARIZATIONS

A. If a notarial act is performed by any of the persons described in section 33-501, paragraphs 1 through 4, other than a person authorized to perform notarial acts by the laws or regulations of a foreign country, the signature, rank or title and serial number, if any, of the person is sufficient proof of the authority of the person to perform the act. Further proof of the person's au-

thority is not required.

B. If a notarial act is performed by a person authorized by the laws or regulations of a foreign country to perform the act, any of the following is sufficient proof of the authority of the person to perform the act:

1. Certification by a foreign service officer of the United States resident in the country in which the notarial act is performed or a diplomatic or consular officer of the foreign country resident in the United States that a person who holds the office that the person holds is authorized to perform notarial acts.
2. Affixation to the notarized document of the official seal of the person performing the notarial act.
3. The appearance either in a digest of foreign law or in a list that is customarily used as a source of such information of the title and the indication of authority to perform notarial acts of the person.

C. If a notarial act is performed by a person other than a person described in subsections A and B of this section, sufficient proof of the authority of the person to act exists if the secretary of state certifies to the official character of the person and to the person's authority to perform the notarial act.

D. The signature and title of a person performing a notarial act are prima facie evidence that the person is a person with the designated title and that the signature is genuine.

§ 41-323. CHANGE OF ADDRESS; LOST JOURNAL OR SEAL; CIVIL PENALTY

A. Within thirty days after the change of a notary's mailing, business, or residential address, the notary shall deliver to the secretary of state, by certified mail or other means providing a receipt, a signed notice of the change that provides both the old and new addresses.

B. Within ten days after the loss or theft of an official journal or seal, the notary shall deliver to the secretary of state, by certified mail or other means providing a receipt, a signed notice of the loss or theft. The notary also shall inform the appropriate law enforcement agency in the case of theft.

C. If a notary fails to comply with subsection A or B, the notary has failed to fully and faithfully discharge the duties of a notary and the secretary of state may impose a civil penalty of twenty-five dollars against the notary. The notary shall pay any civil penalty imposed



by the secretary of state pursuant to this subsection before the renewal of the notary's commission.

§ 41-324. COURT REPORTERS; NOTARIAL ACTS

A. Court reporters who administer oaths and affirmations in judicial proceedings are exempt from the provisions of this chapter other than section 41-315.

Court reporters who are commissioned as notaries and who perform notarial acts outside of judicial proceedings are subject to all provisions of this chapter and of other laws of this state that regulate notaries public.

B. A court reporter who prepares a transcript of a judicial proceeding shall attach a certificate page to the transcript. On the certificate page, the court reporter shall attest to the fact that the reporter administered an oath or affirmation to each witness whose testimony appears in the transcript.

C. An affidavit of nonappearance that is prepared by a court reporter does not need to be witnessed by a notary.

§ 41-325. EVIDENCE OF AUTHENTICITY OF A NOTARIAL ACT PERFORMED IN THIS STATE

A. The authenticity of the official notarial seal and signature of a notary may be evidenced by either:

1. A certificate of authority from the secretary of state authenticated as necessary.
2. An apostille from the secretary of state in the form prescribed by the Hague convention of October 5, 1961 abolishing the requirement of legalization of foreign public documents.

B. An apostille as specified by the Hague convention shall be attached to any document that requires authentication and that is sent to a nation that has signed and ratified this convention.

§ 41-326. APOSTILLE

An apostille prescribed by the Hague convention, as cited in 28 United States Code in annotations to rule 44 of the federal rules of civil procedure, shall be in the form of a square with sides at least nine centimeters long and shall contain exactly the following wording:

Apostille

(Convention de la haye du 5 Octobre 1961)

1. Country:

This public document

2. Has been signed by

3. Acting in the capacity of

4. Bears the seal/stamp of

Certified

5. At _____

6. The _____

7. By _____

8. No. _____

9. Seal/stamp

10. Signature _____

§ 41-327. SURNAME CHANGE; NOTIFICATION; CONTINUATION OF COMMISSION

A notary public who has a change of surname may continue to use the official seal and commission in the notary public's prior name until that commission expires. The notary shall sign the changed surname on the line that is designated for the notary public's signature on the notarial certificate. Immediately below that signature, the notary public shall sign the name under which the notary was commissioned. The notary public shall notify the Secretary of State's office within thirty days of the notary's change of surname. Failure to notify the secretary of state of this change of surname is evidence of the notary's failure to fully and faithfully discharge the duties of a notary.

§ 41-328. PROHIBITED CONDUCT; INCOMPLETE DOCUMENTS; SIGNATURES OF RELATIVES

A. A notary public shall not perform a jurat on a document that is incomplete. If a notary public is presented with a document that the notary knows from experience to be incomplete or if the document on its face is incomplete the notary public shall refuse to perform the jurat.

B. A notary public is an impartial witness and shall not notarize the notary's own signature or the signatures of any person who is related by marriage or adoption.

C. Subject to section 41-320, a notary public shall not perform a notarization on a document if the notary is an officer of any named party, if the notary is a party to the document or if the notary will receive any direct material benefit from the transaction that is evi-



denced by the notarized document that exceeds in value the fees prescribed pursuant to section 41-316.

§ 41-329. NOTARY PUBLIC TITLE; FOREIGN LANGUAGE; VIOLATION; CLASSIFICATION

A. Every notary public who is not an attorney who advertises, by any written or verbal means, the services of a notary public in a language other than English, with the exception of a single desk plaque, shall post or otherwise include with the advertisement a notice in English and the other language. The notice shall be of conspicuous size, if in writing, and shall state: "I am not an attorney and cannot give legal advice about immigration or any other legal matters."

B. A notary public who violates subsection A of this section is guilty of a class 6 felony and the notary public's commission shall be permanently revoked.

§ 41-330. GROUNDS FOR REFUSAL, REVOCATION OR SUSPENSION OF COMMISSION

A. The secretary of state may refuse to appoint any person as a notary public or may revoke or suspend the commission of any notary public for any of the following reasons:

1. Substantial and material misstatement or omission in the application for a notary public commission that is submitted to the secretary of state.
2. Conviction of a felony unless restored to civil rights, or of a lesser offense involving moral turpitude or of a nature that is incompatible with the duties of a notary public. A conviction after a plea of no contest is deemed to be a conviction for purposes of this paragraph.
3. Revocation, suspension, restriction or denial of a professional license if that action was for misconduct, dishonesty or any cause that substantially relates to the duties or responsibilities of a notary public.
4. Failure to discharge fully and faithfully any of the duties or responsibilities required of a notary public.
5. The use of false or misleading advertising in which the notary public has represented that the notary public has duties, rights or privileges that the notary public does not possess by law.
6. Charging more than the fees authorized by statute or rule.
7. The commission of any act involving dishonesty, fraud or deceit with the intent to substantially benefit the notary public or another person or to substantially

injure another person.

8. Failure to complete the acknowledgment or jurat at the time the notary's signature and seal are affixed to the document.
 9. Failure to administer the oath or affirmation required at the time of performing a jurat for an individual.
 10. Execution of any notarial certificate by the notary public containing a statement known by the notary public to be false.
 11. The return for insufficient funds or any other reason for nonpayment of a check issued for the bond filing fees or the application fees to the secretary of state.
 12. Notarizing a document that contains no notarial certificate.
- B. If an application is denied the secretary of state shall notify the applicant within thirty days after receipt of the application and shall state the reasons for the denial.
- C. The secretary of state may suspend the commission of a notary for at least thirty days and for not more than one hundred eighty days.
- D. If a person has had a notary commission in this state revoked, the secretary of state may refuse to again appoint the person as a notary public for an indefinite period of time.
- E. On revocation or suspension of a notary public's commission, the secretary of state shall give notice to the notary public and shall provide the person with notice of the opportunity for a hearing on the revocation or suspension pursuant to chapter 6, article 10 of this title. The revocation or suspension of a notary public commission is an appealable agency action.

§ 41-331. COMPLAINTS; INVESTIGATIONS

A. Any person may make a complaint to the office of the secretary of state regarding a notary public. The secretary of state shall receive any complaints and shall provide notice of those complaints to the office of the attorney general who shall investigate and take action on all complaints involving allegations of any violations of this article.

B. A notary's failure to respond to an investigation is a failure by the notary to fully and faithfully discharge the responsibilities and duties of a notary.

§ 41-332. NOTARY EDUCATION FUND



The Notary education fund is established consisting of monies deposited pursuant to sections 41-312 and 41-353. The secretary of state shall administer the fund. Monies in the fund are subject to legislative appropriation.

ARIZONA REVISED STATUTES

TITLE 10. CORPORATIONS AND ASSOCIATIONS

CHAPTER 19. CORPORATIONS AND ASSOCIATIONS NOT FOR PROFIT

ARTICLE 2. ELECTRIC COOPERATIVE NONPROFIT MEMBERSHIP CORPORATIONS

§ 10-2082. TAKING OF ACKNOWLEDGMENTS BY OFFICER OR MEMBER

A person authorized to take acknowledgments under the laws of this state shall not be disqualified from taking acknowledgments of instruments executed in favor of a cooperative or to which it is a party, by reason of being an officer, director or member of the cooperative.

ARIZONA REVISED STATUTES

TITLE 12. COURTS AND CIVIL PROCEEDINGS

CHAPTER 2. JUDICIAL OFFICERS AND EMPLOYEES

ARTICLE 8. CLERK OF SUPERIOR COURT

§ 12-284 FEES.

A. Except as otherwise provided by law, the clerk of the superior court shall receive fees classified as follows:

Class	Description	Fee
G.	Special Fees	
	Notary services	7.00

ARIZONA REVISED STATUTES

TITLE 14. TRUSTS, ESTATES AND PROTECTIVE PROCEEDING

CHAPTER 5. PROTECTION OF PERSONS UNDER DISABILITY AND THEIR PROPERTY

ARTICLE 5. POWERS OF ATTORNEY

§ 14-5501. DURABLE POWER OF ATTORNEY; CREATION; VALIDITY

A. A durable power of attorney is a written instrument

by which a principal designates another person as the principal's agent. The instrument shall contain words that demonstrate the principal's intent that the authority conferred in the durable power of attorney may be exercised:

1. If the principal is subsequently disabled or incapacitated.
2. Regardless of how much time has elapsed, unless the instrument states a definite termination time.

B. The written instrument may demonstrate the principal's intent required by subsection A of this section using either of the following statements or similar language:

1. "This power of attorney is not affected by subsequent disability or incapacity of the principal or lapse of time."
2. "This power of attorney is effective on the disability or incapacity of the principal."

C. A power of attorney executed in another jurisdiction of the United States is valid in this state if the power of attorney was validly executed in the jurisdiction in which it was created.

D. From and after August 1, 1998, except as provided in section 28-370, an adult, known as the principal, may designate another adult, known as the agent, to make financial decisions on the principal's behalf by executing a written power of attorney that satisfies all of the following requirements:

1. Contains language that clearly indicates that the principal intends to create a power of attorney and clearly identifies the agent.
2. Is signed or marked by the principal or signed in the principal's name by some other individual in the principal's conscious presence and at the principal's direction.
3. Is witnessed by a person other than the agent, the agent's spouse, the agent's children or the notary public.
4. Is executed and attested by its acknowledgment by the principal and by an affidavit of the witness before notary public and evidenced by the notary public's certificate, under official seal, in substantially the following form:

I, _____, the principal, sign my name to this power of attorney this ____ day of _____ and, being first



duly sworn, do declare to the undersigned authority that I sign and execute this instrument as my power of attorney and that I sign it willingly, or willingly direct another to sign for me, that I execute it as my free and voluntary act for the purposes expressed in the power of attorney and that I am eighteen years of age or older, of influence.

Principal

I, _____, the witness, sign my name to the foregoing power of attorney, being first duly sworn and declare the undersigned authority that the principal attorney and that he/she signs it willingly, or willingly directs another to sign for him/her, and that I, in the presence and hearing of the principal, sign this power of attorney as witness to the principal's signing and that to the best of my knowledge the principal is eighteen years of age or older, of sound mind and under no constraint or undue influence.

Witness

The state of _____

County of _____

Subscribed, sworn to and acknowledged before me by _____, the principal, and subscribed and sworn to before me by _____, witness, this ____ day of _____.

(seal) (signed) _____

(notary public)

E. The execution requirements for the creation of a power of attorney provided in subsection D of this section do not apply if the principal creating the power of attorney is:

- 1. A person other than a natural person.
- 2. Any person, if the power of attorney to be created is a power coupled with an interest. For the purposes of this paragraph, "power coupled with an interest" means a power that forms a part of a contract and is security for money or for the performance of a valuable act.

ARIZONA REVISED STATUTES

TITLE 16. ELECTIONS AND ELECTORS

CHAPTER 5. POLITICAL PARTIES

ARTICLE 2. PARTY ORGANIZATION AND GOVERNMENT

§ 16-828. PROXIES

A. A political party may choose, through its bylaws, to allow the use of proxies at its meetings, in which event the following shall be minimum regulations:

- 1. No proxy shall be given by a member of the state committee for use at a meeting of the committee except to a qualified elector of the county where the member resides.
- 2. No proxy shall be given by a member of the county committee for use at a meeting of the committee except to a qualified elector of the precinct where the member resides.

B. The duration of any proxy so given shall extend only for the length of the meeting for which it is given.

C. Every proxy shall be attested by a notary public or two witnesses.

ARIZONA REVISED STATUTES

TITLE 26. MILITARY AFFAIRS AND EMERGENCY MANAGEMENT

CHAPTER 1. EMERGENCY AND MILITARY AFFAIRS

ARTICLE 3. NATIONAL GUARD

§ 26-160. OATHS OR AFFIRMATIONS

Oaths or affirmations required in the military service shall be administered by any commissioned officer, or other officer authorized to administer oaths, and no charge shall be made therefor.

ARIZONA REVISED STATUTES

TITLE 33. PROPERTY

CHAPTER 4 CONVEYANCES AND DEEDS

ARTICLE 5. UNIFORM RECOGNITION OF ACKNOWLEDGMENTS ACT

§ 33-501. RECOGNITION OF NOTARIAL ACTS PERFORMED OUTSIDE THIS STATE

For the purposes of this article, "notarial acts" means acts which the laws and regulations of this state authorize notaries public of this state to perform, including the administering of oaths and affirmations,

- 1. A notary public authorized to perform notarial acts in the place in which the act is performed.
- 2. A judge, clerk, or deputy clerk of any court of record



in the place in which the notarial act is performed.

3. An officer of the foreign service of the United States, a consular agent, or any other person authorized by regulation of the United States department of state to perform notarial acts in the place in which the act is performed.

4. A commissioned officer in active service with the armed forces of the United States and any other person authorized by regulation of the armed forces to perform notarial acts if the notarial act is performed for one of the

dependents: a merchant seaman of the United States, a member of the armed forces of the United States, or any other person serving with or accompanying the armed forces of the United States.

5. Any other person authorized to perform notarial acts in the place in which the act is performed.

§ 33-502. AUTHENTICATION OF AUTHORITY OF OFFICER

A. If the notarial act is performed by any of the persons described in section 33-501, paragraphs 1 through 4, inclusive, other than a person authorized to perform notarial acts by the laws or regulations of a foreign country, the signature mark, or title and serial number, if any, of the person are sufficient proof of the authority of a holder of that rank or title to perform the act. Further proof of authority is not required.

B. If the notarial act is performed by a person authorized by the laws or regulations of a foreign country to perform the act, there is sufficient proof of the authority of that person to act if:

1. Either a foreign service officer of the United States resident in the country in which the act is performed or a diplomatic or consular officer of the foreign country resident in the United States certifies that a person holding that office is authorized to perform the act, or
2. The official seal of the person performing the notarial act is affixed to the document, or
3. The title and indication of authority to perform notarial acts of the person appears either in a digest of foreign law or in a list customarily used as a source of such information.

C. If the notarial act is performed by a person other than one described in subsections A and B, there is sufficient proof of the authority of that person to act if the secretary of state certifies to the official character

of that person and to his authority to perform the notarial act.

D. The signature and title of the person performing the act are prima facie evidence that he is a person with the designated title and that the signature is genuine.

§ 33-503. CERTIFICATE OF PERSON TAKING ACKNOWLEDGMENT

The person taking an acknowledgment shall certify that:

1. The person acknowledging appeared before him and acknowledged he executed the instrument, and
2. The person acknowledging was known to the person taking the acknowledgment or that the person taking the acknowledgment had satisfactory evidence that the person acknowledging was the person described in and who executed the instrument.

§ 33-504. Recognition of certificate of acknowledgment

The form of a certificate of acknowledgment used by a person whose authority is recognized under section 33-501 shall be accepted in this state if:

1. The certificate is in a form prescribed by the laws or regulations of this state, or
2. The certificate is in a form prescribed by the laws or regulations applicable in the place in which the acknowledgment is taken, or
3. The certificate contains the words "acknowledged before me", or their substantial equivalent.

§ 33-505. CERTIFICATE OF ACKNOWLEDGMENT

The words "acknowledged before me" mean that:

1. The person acknowledging appeared before the person taking the acknowledgment.
2. He acknowledged he had executed the instrument.
3. In the case of:

- (a) A natural person, he executed the instrument for the purposes therein stated.
- (b) A corporation, the officer or agent acknowledged he held the position or title set forth in the instrument and certificate, he signed the instrument on behalf of the corporation by proper authority, and the instrument was the act of the corporation for the purpose therein stated.
- (c) A partnership, the partner or agent acknowledged



he signed the instrument on behalf of the partnership by proper authority and he executed the instrument as the act of the partnership for the purposes therein stated.

(d) A person acknowledging as principal by an attorney in fact, he executed the instrument by proper authority

(e) A person acknowledging as a public officer, trustee, personal representative, administrator, guardian, or other representative, he signed the instrument by proper authority and executed the instruments in the capacity and for the purposes therein stated.

4. The person taking the acknowledgment either knew or had satisfactory evidence that the person acknowledging was the person named in the instrument or certificate

§ 33-506. Short forms of acknowledgment

The forms of acknowledgment set forth in this section may be used and are sufficient for their respective purposes under any law of this state. The forms shall be known as "statutory short forms of acknowledgment" and may be referred to by that name. The authorization of the following forms does not preclude the use of other forms:

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 acknowledged.)

(Signature of person taking acknowledgment)

(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 or officer or agent) of (name of corporation acknowledging) a (state or place of incorporation) corporation, on behalf of the corporation.

(Signature of person taking acknowledgment)

(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 pursuant to subsection B of this section.

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 on behalf of (name of principal).

(Signature of person taking acknowledgment)

(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).

(Signature of person taking acknowledgment)

(Title or rank)

(Serial number, if any)

§ 33-507. ACKNOWLEDGMENTS NOT AFFECTED BY THIS ARTICLE

A notarial act performed prior to the effective date of this article is not affected by this article. This article provides an additional method of proving notarial acts. Nothing in this article diminishes or invalidates the recognition accorded to notarial acts by other laws or regulations of this state.

§ 33-508. Uniformity of interpretation

This article shall be so interpreted as to make uniform the laws of those states which enact it.

ARIZONA REVISED STATUTES

TITLE 33. PROPERTY

CHAPTER 4. CONVEYANCES AND DEEDS

ARTICLE 6. ACKNOWLEDGMENTS

§ 33-511. ACKNOWLEDGMENT WITHIN THE



STATE

The acknowledgment of any instrument may be made in this state before:

1. A judge of a court of record.
2. A clerk or deputy clerk of a court having a seal.
3. A recorder of deeds.
4. A notary public.
5. A justice of the peace.
6. A county recorder.

§ 33-512. ACKNOWLEDGMENT BY A MARRIED WOMAN

An acknowledgment of a married woman may be made in the same form as though she were unmarried.

§ 33-513. ACTION TO CORRECT CERTIFICATE OF ACKNOWLEDGMENT

When an acknowledgment is properly made, but defectively certified, any party interested may bring an action in the superior court to obtain a judgment correcting the certificate.

ARIZONA REVISED STATUTES

TITLE 36. PUBLIC HEALTH AND SAFETY

CHAPTER 20. ABORTION

ARTICLE 1. GENERAL PROVISIONS

§ 36-2152(A) PARENTAL CONSENT; EXCEPTION; HEARINGS; TIME LIMITS; VIOLATION; CLASSIFICATION; CIVIL RELIEF; STATUTE OF LIMITATIONS

A. In addition to the requirements of section 36-2153, a person shall not knowingly perform an abortion on a pregnant unemancipated minor unless the attending physician has secured the written and notarized consent from one of the minor's parents or the minor's guardian or conservator or unless a judge of the superior court authorizes the physician to perform the abortion pursuant to subsection B of this section. Notwithstanding section 41-319, the notarized statement of parental consent and the description of the document or notarial act recorded in the notary journal are confidential and are not public records.

ARIZONA REVISED STATUTES

TITLE 38. PUBLIC OFFICERS AND EMPLOYEES

CHAPTER 2. QUALIFICATION AND TENURE

ARTICLE 4. OATH OF OFFICE

§ 38-231. OFFICERS AND EMPLOYEES REQUIRED TO TAKE LOYALTY OATH; FORM; CLASSIFICATION; DEFINITION

A. In order to ensure the statewide application of this section on a uniform basis, each board, commission, agency and independent office of this state, and of any of its political subdivisions, and of any county, city, town, municipal corporation, school district and public educational institution, shall completely reproduce this section so that the form of written oath or affirmation required in this section contains all of the provisions of this section for use by all officers and employees of all boards, commissions, agencies and independent offices.

B. Any officer or employee who fails to take and subscribe to the oath or affirmation provided by this section within the time limits prescribed by this section is not entitled to any compensation until the officer or employee does so take and subscribe to the form of oath or affirmation prescribed by this section.

C. Any officer or employee having taken the form of oath or affirmation prescribed by this section, and knowingly at the time of subscribing to the oath or affirmation, or at any time thereafter during the officer's or employee's term of office or employment, does commit or aid in the commission of any act to overthrow by force, violence or terrorism as defined in section 13-2301 the government of this state or of any of its political subdivisions, or advocates the overthrow by force, violence or terrorism as defined in section 13-2301 of the government of this state or of any of its political subdivisions, is guilty of a class 4 felony and, on conviction under this section, the officer or employee is deemed discharged from the office or employment and is not entitled to any additional compensation or any other emoluments or benefits which may have been incident or appurtenant to the office or employment.

D. Any of the persons referred to in article XVIII, section 10, Constitution of Arizona, as amended, relating to the employment of aliens, are exempted from any compliance with this section.

E. In addition to any other form of oath or affirmation specifically provided by law for an officer or employee, before any officer or employee enters upon the duties of the office or employment, the officer or employee shall take and subscribe the following oath or affirma-



tion:

State of Arizona, County of _____ I,

_____ (type or print name)

do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Arizona, that I will bear true faith and allegiance to the same and defend them against all enemies, foreign and domestic, and that I will faithfully and impartially discharge the duties of the office of _____ (name of office) _____ according to the best of my ability, so help me God (or so I do affirm).

_____ (signature of officer or employee)

F. For the purposes of this section, "officer or employee" means any person elected, appointed or employed, either on a part-time or full-time basis, by this state or any of its political subdivisions or any county, city, town, municipal corporation, school district, public educational institution or any board, commission or agency of any county, city, town, municipal corporation, school district or public educational institution.

ARIZONA REVISED STATUTES

TITLE 38. PUBLIC OFFICERS AND EMPLOYEES

CHAPTER 2. QUALIFICATION AND TENURE

ARTICLE 4. OATH OF OFFICE

§ 38-233. FILING OATHS OF RECORD

A. The official oaths of state elective officers shall be filed of record in the office of the secretary of state. The official oaths of all other state officers and employees shall be filed of record in the office of the employing state board, commission or agency.

B. The official oaths of elective county and elective precinct officers shall be filed of record in the office of the county recorder, except the oath of the recorder, which shall be filed with the clerk of the board of supervisors. The official oaths of notaries public shall be endorsed upon their bond and filed with the secretary of state. The official oaths of all other county and precinct officers and employees shall be filed of record in the office of the employing county or precinct board, commission or agency.

C. The official oaths of all city, town or municipal corporation officers or employees shall be filed of record in the respective office of the employing board, com-

mission or agency of the cities, towns and municipal corporations.

D. The official oaths of all officers and employees of all school districts shall be filed of record in the school district office.

E. The official oaths of all officers and employees of each public educational institution except school districts shall be filed of record in the respective offices of the public educational institutions.

F. The official oath or affirmation required to be filed of record shall be maintained as an official record throughout the person's term, appointment or employment plus a period of time to be determined pursuant to sections 41-1347 and 41-1351.

ARIZONA REVISED STATUTES

TITLE 38. PUBLIC OFFICERS AND EMPLOYEES

CHAPTER 2. QUALIFICATION AND TENURE

ARTICLE 6. VACANCY IN OFFICE

§ 38-291. VACANCY DEFINED

An office shall be deemed vacant from and after the occurrence of any of the following events before the expiration of a term of office:

1. Death of the person holding the office.
2. Insanity of the person holding the office, when judicially determined.
3. Resignation of the person holding the office and the lawful acceptance of the resignation.
4. Removal from office of the person holding the office.
5. If the office is elective, the person holding the office ceasing to be a resident of the state, or, if the office is local, or from a legislative or congressional district, the person holding the office ceasing to be a resident of the district, county, city, town or precinct for which he was elected, or within which the duties of his office are required to be discharged.
6. Absence from the state by the person holding the office, without permission of the legislature, beyond the period of three consecutive months.
7. The person holding the office ceasing to discharge the duties of office for the period of three consecutive months.
8. Conviction of the person holding the office of a felony or an offense involving a violation of his official duties.



9. Failure of the person elected or appointed to such office to file his official oath within the time prescribed by law.

10. A decision of a competent tribunal declaring void the election or appointment of the person elected or appointed to the office.

11. Failure of a person to be elected or appointed to the office.

12. A violation of section 38-296 by the person holding the office.

§ 38-294. RESIGNATIONS

Resignations shall be in writing, and made as follows:

1. By members of the legislature, to the presiding officer of the body of which he is a member, who shall immediately transmit the resignation to the governor.

2. By state officers, notaries public and officers of the militia, to the governor.

3. By other officers commissioned by the governor, to the governor.

4. By county officers, to the chairman of the board of supervisors of their county.

5. By the chairman of the board of supervisors, to the county recorder of the county.

6. In cases not otherwise provided for, by filing the resignation in the office of the secretary of state.

7. By appointive officers, to the body or officer which appointed them, unless otherwise provided.

ARIZONA REVISED STATUTES

**TITLE 38. PUBLIC OFFICERS AND EMPLOYEES
CHAPTER 3. CONDUCT OF OFFICE
ARTICLE 2. FEES**

§ 38-412. POSTING SCHEDULE OF FEES

Recorders, clerks of the superior courts, sheriffs, justices of the peace, constables and notaries public shall keep posted at all times in a conspicuous place in their respective offices a complete list of the fees they are allowed to charge.

§ 38-413. CHARGING EXCESSIVE FEES; CLASSIFICATION

A. If an officer demands and receives a higher fee than prescribed by law, or any fee not so allowed, such officer shall be liable to the party aggrieved in an

amount four times the fee unlawfully demanded and received by him.

B. An officer who violates this section is guilty of a class 5 felony.

ARIZONA REVISED STATUTES

**TITLE 38. PUBLIC OFFICERS AND EMPLOYEES
CHAPTER 3. CONDUCT OF OFFICE
ARTICLE 3. RECORDS**

§ 38-423. MAKING OR GIVING FALSE CERTIFICATE; CLASSIFICATION

A public officer authorized by law to make or give any certificate or other writing, who makes and delivers as true such a certificate or writing containing a statement which he knows is false, is guilty of a class 6 felony.

ARIZONA REVISED STATUTES

**TITLE 39. PUBLIC RECORDS, PRINTING AND NOTICES
CHAPTER 1. PUBLIC RECORDS
ARTICLE 2. SEARCHES AND COPIES**

§ 39-122. FREE SEARCHES FOR AND COPIES OF PUBLIC RECORDS TO BE USED IN CLAIMS AGAINST UNITED STATES; LIABILITY FOR NONCOMPLIANCE

A. No state, county or city, or any officer or board thereof shall demand or receive a fee or compensation for issuing certified copies of public records or for making search for them, when they are to be used in connection with a claim for a pension, allotment, allowance, compensation, insurance or other benefits which is to be presented to the United States or a bureau or department thereof.

B. Notaries public shall not charge for an acknowledgment to a document which is to be so filed or presented.

C. The services specified in subsections A and B shall be rendered on request of an official of the United States, a claimant, his guardian or attorney. For each failure or refusal so to do, the officer so failing shall be liable on his official bond.

ARIZONA REVISED STATUTES

TITLE 39. PUBLIC RECORDS, PRINTING AND NOTICES



**CHAPTER 1. PUBLIC RECORDS
ARTICLE 4. FALSE INSTRUMENTS AND RECORDS**

§ 39-161. PRESENTMENT OF FALSE INSTRUMENT FOR FILING; CLASSIFICATION

A person who acknowledges, certifies, notarizes, procures or offers to be filed, registered or recorded in a public office in this state an instrument he knows to be false or forged, which, if genuine, could be filed, registered or recorded under any law of this state or the United States, or in compliance with established procedure is guilty of a class 6 felony. As used in this section "instrument" includes a written instrument as defined in section 13-2001. ARIZONA REVISED STATUTES

ARIZONA REVISED STATUTES

**TITLE 41. STATE GOVERNMENT
CHAPTER 1. EXECUTIVE OFFICERS
ARTICLE 2. THE SECRETARY OF STATE AND THE DEPARTMENT OF STATE**

§ 41-126. FEES; EXPEDITED SERVICES

A. The secretary of state shall receive the following fees:

- 1. Making a copy of any document on file in his office, no more than ten cents for each page or partial page.
- 2. Filing and recording each application to become a notary public and transmitting a commission for a notary public, no more than twenty-five dollars.
- 10. Filing, recording or certifying any other document not specified in this section, no more than three dollars.

ARIZONA REVISED STATUTES

**TITLE 42. TAXATION
CHAPTER 11. PROPERTY TAX
ARTICLE 4. QUALIFYING FOR EXEMPTIONS**

§ 42-11152. AFFIDAVIT; FALSE STATEMENTS

A. Except as provided in sections 42-11104, 42-11109, 42-11110, 42-11111 and 42-11131 and except for property described in sections 42-11125, 42-11127 and 42-11132, a person who claims exemption from taxation under article IX, section 2, 2.1 or 2.2, Constitution of Arizona, shall:

- 1. When initially claiming the exemption, appear before the county assessor to make an affidavit as to the

person's eligibility. If a personal appearance before the county assessor would create a severe hardship, the county assessor may arrange a mutually satisfactory meeting place to make an affidavit as to the person's eligibility.

- 2. When claiming the exemption in subsequent years, appear before the county assessor or a notary public to make an affidavit as to the person's eligibility.

- 3. Fully answer all questions on the eligibility form or otherwise required by the assessor for that purpose.

B. At the assessor's discretion, the assessor may require additional proof of the facts stated by the person before allowing an exemption.

C. A person who is in the United States military service and who is absent from this state or who is confined in a veterans' hospital or another licensed hospital may make the required affidavit in the presence of any officer who is authorized to administer oaths on a form obtained from the county assessor.

D. A false statement that is made or sworn to in the affidavit is perjury. ♦



RULES

RULES OF CIVIL PROCEDURE

RULE 44. PROOF OF RECORDS

44(a) Records of public officials. The records required to be made and kept by a public officer of the state, county, municipality, or any body politic, and copies thereof certified under the hand and seal of the public officer having custody of such records, shall be received in evidence as prima facie evidence of the facts therein stated.

44(c). Proof of records of notaries public. Declarations and protests made and acknowledgments taken by notaries public, and certified copies of their records and official papers, shall be received in evidence as prima facie evidence of the facts therein stated.

RULES

ARIZONA ADMINISTRATIVE CODE

TITLE 2. ADMINISTRATION

CHAPTER 12. SECRETARY OF STATE

ARTICLE 11. NOTARY PUBLIC BONDS AND FEES

R2-12-1101. DEFINITIONS

The following definitions shall apply in this Article unless the context otherwise requires:

"Acknowledgment" means the same as defined in A.R.S. § 41-311(1).

"Bond" means a surety bond to the state, with sureties approved by the clerk of the superior court in the county in which the individual is being commissioned as a notary public.

"Copy certification" means the same as defined in A.R.S. § 41-311(3).

"Credible person" means a person used to identify a

signer when the signer does not have other satisfactory evidence of identity as specified in A.R.S. § 41-311(11).

"Jurat" means the same as defined in A.R.S. § 41-311(6).

"Oath" or "affirmation" means the same as defined in A.R.S. § 41-311(10).

"Satisfactory evidence of identity" means the same as defined in A.R.S. § 41-311(11).

R2-12-1102. NOTARY PUBLIC FEES

Notaries public may charge the following fees:

1. For acknowledgments, \$2 per signature;
2. For jurats, \$2 per signature;
3. For copy certifications, \$2 per page certified;
4. For oaths or affirmations without a signature, \$2.

R2-12-1103. NOTARY PUBLIC BONDS

A. Notaries public shall purchase a bond in the amount of \$5,000 before being commissioned as a notary public. The original bond shall be filed with the clerk of the superior court in the applicant's county of residence. A copy of the bond shall be filed with the applicant's application form submitted to the Secretary of State's office.

B. The bond shall contain, on its face, the oath of office for the notary public as specified in A.R.S. § 38-233(B). This oath shall be as specified in A.R.S. § 38-231. The notary shall endorse the oath on the face of the bond, immediately below the oath, by signing the notary's name under which the person has applied to be commissioned as a notary and exactly as the name appears on the notary application form filed with the Secretary of State's office. ♦



OPINIONS

ATTORNEY GENERAL OPINIONS

OPINION I97-015 (R97-040)

December 30, 1997

The Attorney General has held that the Secretary of State has the authority to revoke a notary public's commission, or to seek to remove a notary public from office, for cause as specified in State law, after notice and an opportunity for a hearing. The Legislature may,

by statute, expressly grant the Secretary of State additional authority to regulate and remove notaries public from office.

OPINION I97-011 (R97-033)

August 15, 1997

The Attorney General has held that notarial acts performed in Arizona under the authority of federal law for members of the armed forces and related eligible recipients of federal legal assistance are valid in Arizona. ♦



Key to Success



Applicants shall **PRINT LEGIBLY** or **TYPE** all information on our forms so that our office staff can read the information. If we cannot read information on the application form, the office will return it to along with a new form to complete legibly. This will create delays in the processing of a Notary Public commission.

Chapter 5

Removable Commission Forms
Apply/Renew p.51

Address/Name Change p.53

Samples

Journal p.55

Certificates

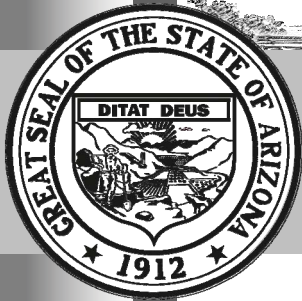
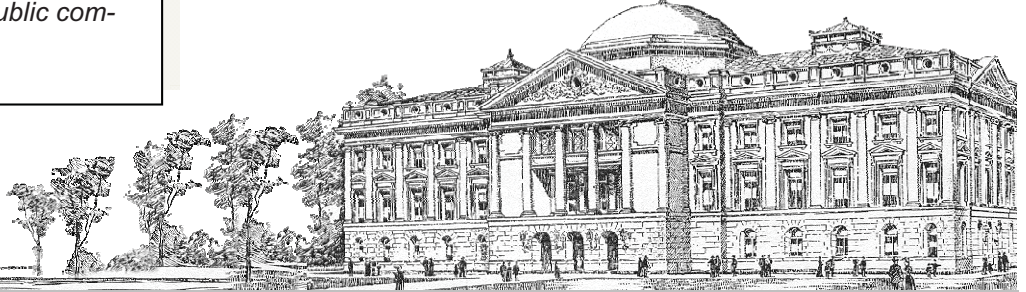
Acknowledgment p.57

Jurat p.59

Copy Certification p.61

Affidavit

Translations p.63



Forms & Samples

Support Team is Available

Office staff is available from 8 a.m. to 5 p.m. (Arizona time) to answer questions about the application process and commissions.

Call (602) 542-6187 for more information.

E-mail us at: notary@azsos.gov

Forms are available online. Visit the Secretary of State's website at www.azsos.gov. ♦



MICHELE REAGAN
Secretary of State

State of Arizona - Office of the Secretary of State Notary Public Application Instructions

SEND BY MAIL TO:

Secretary of State Michele Reagan, Atten: Notary Division
1700 W. Washington Street, FL. 7, Phoenix, AZ 85007-2808

OR return the application in person:

PHOENIX - State Capitol Executive Tower, TUCSON - Arizona State Complex,
1700 W. Washington Street, 1st Fl., Room 103 400 W. Congress, 1st Fl., Suite 141
Office Hours: Monday through Friday, 8 a.m. to 5 p.m., except state holidays.

PLEASE NOTE: The notary commission application process takes about four weeks.

Questions? Call the Secretary of State's Office, Notary Division at (602) 542-6187.

ATTENTION:
Before applying, applicants must obtain and read the **Arizona Notary Public Reference Manual**, available at www.azsos.gov.

TO OBTAIN A PAPER COPY CALL
(602) 542-6187.
REV. 1/5/2015

TO QUALIFY FOR AN ARIZONA NOTARY PUBLIC COMMISSION AN APPLICANT

- Must be at least 18 years of age.
- Must be a citizen or a legal permanent resident of the U.S.
- Must NOT have a conviction for a felony UNLESS your civil rights have been restored, or a conviction of a lesser offense involving moral turpitude or of a nature that is incompatible with the duties of a notary public.
- Must be able to read and write English.
- Must be an Arizona Resident for income tax purposes.
- If you have had a professional license revoked or suspended for misconduct or dishonesty or any cause that substantially relates to the duties or responsibilities of a notary public, or if you have had your notary commission revoked or suspended, the Secretary of State may refuse to grant you a commission.

Do Not Apply if You Fail to Meet Any of the Above Requirements.

STEP 1. Obtain and Complete a Notary Public Application

Applications are available in the *Arizona Notary Public Reference Manual* or online at www.azsos.gov. The online application can be filled out electronically and printed out.

Name/Signature Requirements:

- Print or type your name (Section 2) and sign your name (Section 5) EXACTLY as you want your notary commission to be issued. Include your middle initial or middle name ONLY if you intend to use it when signing as a notary public.
- Your signature in Section 5 must be an original signature in ink.
- The typed name and signature on the application must also EXACTLY match the name on the bond that you obtain in Step 2 of these instructions.

Address Requirements:

- Include the PHYSICAL location of your residence; you are commissioned from your home address.
- ATTENTION: The Business Address is public record and will be displayed online at the Secretary of State's website.

Fill in all form blanks:

- If a field is not applicable, respond with "n/a" unless a field is "required."

STEP 2. Purchase a 4-year, \$5,000 Notary bond in duplicate form from an insurance agent

To obtain a notary bond consult your local phone book for a list of insurance agents who supply bonds. You can also contact your insurance agent to see if he or she offers notary bonds.

Name Requirements:

- The bond must show the printed (Section 2) and signed (Section 5) name EXACTLY as prepared on the application.

Date & Time-Frame Requirements:

- The bond MUST include its effective and expiration dates.
- Effective Date: The bond cannot be issued MORE THAN 60 DAYS BEFORE the commission is initiated.
- Expiration date: The expiration date of the bond is always *four years later and one day less than the effective date*.

Signature Requirements:

- Your signature must be properly notarized and sealed with an ink notary seal on the bond. Because the bond is a "jurat" there can't be any blank spaces.
- The Notary who executes the bond cannot be the same person who is purchasing the bond.
- The bond must be countersigned by the authorized bonding company agent in two places on the bond form.

STEP 3. Filing Procedure ~ Submission of the Application and Bond

Submit the following to the Secretary of State's Office via mail or in person. See addresses listed at the top of these instructions.

- Include the ORIGINAL application with an ORIGINAL signature.
- Include an ORIGINAL notarized bond with ORIGINAL signatures.
- FEE: Include a check or money order in the amount of \$43.00 made payable to the *Secretary of State*.
\$25.00 application fee
+ \$18.00 notary bond filing fee (see STEP 2)
= \$43.00 total filing fee

Expedited Service Is Available

Include an additional \$25.00 for expedited processing. Expedite processing varies with a 24-48 hour turnaround standard. Applicants who request expedited service need to clearly mark the envelope as "EXPEDITE."
\$43.00 total filing fee (application and bond)
+ \$25.00 expedited service request
= \$68.00 total filing fee

STEP 4. Obtain an Official Notary Seal

WAIT to receive a commission certificate from the Secretary of State designating you as a notary. Once received:

- Order a rubber notary seal (stamp) from a stationery store, office supply, or insurance company. (Vendors can be found in the phone book.) The rubber stamp is your official seal, but you may use an embosser **in addition** to the rubber stamp.

The rubber stamp **must** contain five items:

- 1. The words "NOTARY PUBLIC";
- 2. The name of the county in which you are commissioned;
- 3. Your name EXACTLY as it appears on the bond and the application form;
- 4. Your current commission expiration date; and
- 5. The Great Seal of Arizona.



MICHELE REAGAN
Secretary of State

State of Arizona - Office of the Secretary of State
Notary Public Application
This application is a legal document

SEND BY MAIL TO:

Secretary of State Michele Reagan, Atten: Notary Division
1700 W. Washington Street, FL. 7, Phoenix, AZ 85007-2808

OR return the application in person:

PHOENIX - State Capitol Executive Tower, TUCSON - Arizona State Complex,
1700 W. Washington Street, 1st Fl., Room 103 400 W. Congress, 1st Fl., Suite 141

Office Hours: Monday through Friday, 8 a.m. to 5 p.m., except state holidays.

PLEASE NOTE: The notary commission application process takes about four weeks.

DO NOT WRITE IN THIS SPACE

FOR OFFICE USE ONLY
SOSNPAPP REV. 1/5/2015

Applicants must purchase a Notary Bond BEFORE submitting this application. Application instructions are available online at www.azsos.gov.

When to use this form: Complete this form to apply or renew a Notary Public Commission. Before proceeding, read the Notary Public Reference Manual. Write legibly; or fill out this application online at www.azsos.gov and print it.

Be Accurate: Complete all applicable fields on this form. The applicant's name on this form must EXACTLY match the name on the notary bond.

Questions? Call (602) 542-6187; in-state/toll-free (800) 458-5842.

1. APPOINTMENT TYPE *Check One* **New Appointment** **Renewal/Reappointment**

If your surname has changed and you are reapplying identify in the space provided the exact name you used on your last application. Refer to the information on your commission certificate. If you only want to change the surname on your commission, use the "Notary Public Address/Name Change Form."

Previous First Name	Previous Last Name	Previous Middle Name (IF USED)
---------------------	--------------------	--------------------------------

2. APPLICANT INFORMATION

Last Name		First Name		Middle (IF USED)	
Mailing Address - <i>This is where your certificate will be mailed</i>			City	State	Zip Code
Home (Physical) Address			City	State	Zip Code
Applicant Social Security #	**AZ DL/ID #	Issue Date	Home Telephone #	Gender	Date of Birth
		Exp Date	() () ()	M / F	/ /
County of Residence	<input type="checkbox"/> Apache	<input type="checkbox"/> Cochise	<input type="checkbox"/> Coconino	<input type="checkbox"/> Gila	<input type="checkbox"/> Graham
<i>Check One</i>	<input type="checkbox"/> Mohave	<input type="checkbox"/> Navajo	<input type="checkbox"/> Pima	<input type="checkbox"/> Pinal	<input type="checkbox"/> Santa Cruz
					<input type="checkbox"/> Yavapai
					<input type="checkbox"/> Yuma

3. BUSINESS/EMPLOYER INFORMATION (The Business Name and Address is a public and will be displayed on our website.)

Business/Employer Name (Business/Employer is a public record)					
Address (REQUIRED FIELD, Business/Employer address is public record)			City	State	Zip Code
Telephone Number (Include area code)		Fax Number (Include area code)		E-mail Address	
() () ()		() () ()			

4. DISCLOSURE

	YES	NO
a. Have you ever been convicted of a felony OR a lesser offense involving moral turpitude of a nature that is incompatible with the duties of a notary public?	<input type="checkbox"/>	<input type="checkbox"/>
If "YES" have you had your civil rights restored? If your rights have been restored you MUST provide and attach: court documentation that demonstrates the restoration of your civil rights; and a court or law enforcement issued document that refers to the nature of the original charges.	<input type="checkbox"/>	<input type="checkbox"/> n/a
b. Have you ever had a professional license revoked, suspended, restricted, or denied for misconduct, dishonesty, or any cause that substantially relates to the duties or responsibilities of a notary public? If yes, attach an explanation statement.	<input type="checkbox"/>	<input type="checkbox"/>
c. Have you ever had a notary commission revoked, suspended, restricted, or denied in this state or any other jurisdiction? If yes, attach an explanation statement.	<input type="checkbox"/>	<input type="checkbox"/>
d. Are you 18 years of age or older?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a citizen or a legal permanent resident of the United States? **	<input type="checkbox"/>	<input type="checkbox"/>
f. Do you claim Arizona as your primary residence for state and federal tax purposes?	<input type="checkbox"/>	<input type="checkbox"/>
g. Can you read and write English?	<input type="checkbox"/>	<input type="checkbox"/>
h. Have you been commissioned as a notary public in any other state or jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
If "YES" please specify the jurisdiction(s)		
i. Will you be performing notarizations in languages other than English? Note: You must be able to understand a language in order to perform notarizations in that language. Information provided is a public record.	<input type="checkbox"/>	<input type="checkbox"/> n/a
If "YES" specify the language(s).		

5. APPLICANT ATTESTATION: OFFICE OF THE ARIZONA SECRETARY OF STATE

Print your full name as provided in Section 2	
I, _____	solemnly affirm, under penalty of perjury, that the answers to all questions on this application and all copies of documents included with this application true, complete, unaltered and correct; that I have carefully read and understand the notary law (Title 41, Chapter 2, Article 2) of this State; and that, if appointed and commissioned as a notary public, I will perform faithfully, to the best of my ability, all notarial acts in accordance with Arizona notary law.
Signature of Applicant (Sign as printed)	Date

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MICHELE REAGAN
Secretary of State

**State of Arizona - Office of the Secretary of State
Notary Public Address/Name Change Form**

SEND BY MAIL TO:

Secretary of State Michele Reagan, Atten: Notary Division
1700 W. Washington Street, FL. 7, Phoenix, AZ 85007-2808

OR return the application in person:

PHOENIX - State Capitol Executive Tower, TUCSON - Arizona State Complex,
1700 W. Washington Street, 1st Fl., Room 103 400 W. Congress, 1st Fl., Suite 141
Office Hours: Monday through Friday, 8 a.m. to 5 p.m., except state holidays.

PLEASE NOTE: This form must be submitted by certified mail or other means providing a receipt A.R.S. § 41-323(A). Submit your completed form by fax (602) 542-4366; certified mail; or in person.

DO NOT WRITE IN THIS SPACE

**FOR OFFICE USE ONLY
SOSBSADDRESSNAME REV. 1/5/2015**

INSTRUCTIONS

About this form: Complete this form to notify the Secretary of State of an address or name change to a Arizona Notary Public Commission.
Address change: File an address change within 30 days of the change (A.R.S. § 41-323). Failure to notify of an address change within 30 days may result in a \$25 civil penalty.

Name change: File a name change within 30 days of the change of surname (A.R.S. § 41-327). Failure to notify the secretary of state of this change of surname is evidence of the notary's failure to fully and faithfully discharge the duties of a notary. The commission may be revoked.

1. Notary Information

NOTARY COMMISSION NUMBER OR SOCIAL SECURITY NUMBER

LAST NAME (As shown on notary certificate)

FIRST NAME (As shown on notary certificate)

MIDDLE (If used)

2. Address Change ~ Check appropriate box/boxes and update information

a. NEW MAILING ADDRESS DATE OF NEW MAILING ADDRESS FORMER PHONE NUMBER NEW PHONE NUMBER
() ()

FORMER MAILING ADDRESS CITY STATE ZIP CODE

NEW MAILING ADDRESS CITY STATE ZIP CODE

b. NEW RESIDENTIAL ADDRESS DATE OF NEW HOME ADDRESS FORMER PHONE NUMBER NEW PHONE NUMBER
() ()

FORMER HOME (Physical) ADDRESS CITY STATE ZIP CODE

NEW HOME (Physical) ADDRESS CITY STATE ZIP CODE

c. NEW BUSINESS ADDRESS DATE OF NEW BUSINESS ADDRESS FORMER PHONE NUMBER NEW PHONE NUMBER
() ()

The Business Name and Address provided in the fields below are a public and will be displayed on our website.

FORMER BUSINESS NAME NEW BUSINESS NAME

FORMER BUSINESS ADDRESS (This address is a public record) CITY STATE ZIP CODE

NEW BUSINESS ADDRESS (This address is a public record) CITY STATE ZIP CODE

3. Name Change ~ Check appropriate boxes, fill in surname, attach name change documentation.

NAME CHANGE & NOTARY COMMISSION:
If you ONLY want to use your new name as a notary public you must apply for a new commission. Refer to the application for Notary Public Commission and instruction form for applicable requirements and fees.

A.R.S. § 41-327: A notary public who has a change of surname may continue to use the official seal and commission in the notary public's prior name until that commission expires. The notary shall sign the changed surname on the line that is designated for the notary public's signature on the notarial certificate. Immediately below that signature, the notary public shall sign the name under which the notary was commissioned.

REASON FOR NAME CHANGE

NEW SURNAME

Marriage Divorce Other

IF OTHER, SPECIFY

4. Notary Signature

SIGNATURE (Required)

DATE

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Remove form here ->

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Sample Journal Page

Page 1	Date	Description of Document	Type of Notarial Act	Printed Name and Address of Signer	Signature of Signer	Identification of Signer	Description of Identification Document	Credible Person Printed Name Address & Signature	Additional Information	Right Thumb Print of Signer	Page 1
1		Date _____	<input type="checkbox"/> acknowledgment <input type="checkbox"/> jurat <input type="checkbox"/> copy certification <input type="checkbox"/> oath or affirmation	_____	_____	<input type="checkbox"/> personal knowledge <input type="checkbox"/> ID card <input type="checkbox"/> credible person known to notary <input type="checkbox"/> not known to notary	type _____ issued by _____ serial or ID no. _____ date issued _____	_____	<input type="checkbox"/> fee charged amount \$ _____	_____	1
2		Date _____	<input type="checkbox"/> acknowledgment <input type="checkbox"/> jurat <input type="checkbox"/> copy certification <input type="checkbox"/> oath or affirmation	_____	_____	<input type="checkbox"/> personal knowledge <input type="checkbox"/> ID card <input type="checkbox"/> credible person known to notary <input type="checkbox"/> not known to notary	type _____ issued by _____ serial or ID no. _____ date issued _____	_____	<input type="checkbox"/> fee charged amount \$ _____	_____	2
3		Date _____	<input type="checkbox"/> acknowledgment <input type="checkbox"/> jurat <input type="checkbox"/> copy certification <input type="checkbox"/> oath or affirmation	_____	_____	<input type="checkbox"/> personal knowledge <input type="checkbox"/> ID card <input type="checkbox"/> credible person known to notary <input type="checkbox"/> not known to notary	type _____ issued by _____ serial or ID no. _____ date issued _____	_____	<input type="checkbox"/> fee charged amount \$ _____	_____	3
4		Date _____	<input type="checkbox"/> acknowledgment <input type="checkbox"/> jurat <input type="checkbox"/> copy certification <input type="checkbox"/> oath or affirmation	_____	_____	<input type="checkbox"/> personal knowledge <input type="checkbox"/> ID card <input type="checkbox"/> credible person known to notary <input type="checkbox"/> not known to notary	type _____ issued by _____ serial or ID no. _____ date issued _____	_____	<input type="checkbox"/> fee charged amount \$ _____	_____	4
5		Date _____	<input type="checkbox"/> acknowledgment <input type="checkbox"/> jurat <input type="checkbox"/> copy certification <input type="checkbox"/> oath or affirmation	_____	_____	<input type="checkbox"/> personal knowledge <input type="checkbox"/> ID card <input type="checkbox"/> credible person known to notary <input type="checkbox"/> not known to notary	type _____ issued by _____ serial or ID no. _____ date issued _____	_____	<input type="checkbox"/> fee charged amount \$ _____	_____	5
6		Date _____	<input type="checkbox"/> acknowledgment <input type="checkbox"/> jurat <input type="checkbox"/> copy certification <input type="checkbox"/> oath or affirmation	_____	_____	<input type="checkbox"/> personal knowledge <input type="checkbox"/> ID card <input type="checkbox"/> credible person known to notary <input type="checkbox"/> not known to notary	type _____ issued by _____ serial or ID no. _____ date issued _____	_____	<input type="checkbox"/> fee charged amount \$ _____	_____	6
7		Date _____	<input type="checkbox"/> acknowledgment <input type="checkbox"/> jurat <input type="checkbox"/> copy certification <input type="checkbox"/> oath or affirmation	_____	_____	<input type="checkbox"/> personal knowledge <input type="checkbox"/> ID card <input type="checkbox"/> credible person known to notary <input type="checkbox"/> not known to notary	type _____ issued by _____ serial or ID no. _____ date issued _____	_____	<input type="checkbox"/> fee charged amount \$ _____	_____	7

Enter the date of the notarization.
 Enter a description of the document being notarized. If the document is dated, include the date on the last line.
 Check the box for the type of notarization.
 Instruct the signer to print his or her full name and address.
 Instruct the signer sign his or her name here.
 Check the box for the type of notarization of the signer.
 Fill in the information taken from the identification document of either the signer or the credible person.
 If a credible person is used to identify a signer, after the credible person has presented satisfactory evidence of identity, instruct the credible person to sign the journal on the top line and print his or her name and address.
 Specify the fee charged, if any. See fee schedule on required under state law. If a thumb print is not required under state law, if a thumb print is required for any other reason, instruct the signer place his or her right thumb print in the space provided.
 Obtaining a thumb print is not required under state law. If a thumb print is required for any other reason, instruct the signer place his or her right thumb print in the space provided.



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SAMPLE

SAMPLE ATTACH CERTIFICATE- ACKNOWLEDGMENT

The Secretary of State provides this sample attach certificate out of convenience to our customers. However, our office cannot offer legal advice and is only able to guarantee that it is acceptable under Arizona State Notary Law.

NOTARIAL ACKNOWLEDGEMENT

STATE OF _____)

COUNTY OF _____)

This instrument was acknowledged before me this ____ day of _____,

20_____, by _____.

(Notary Seal)

NOTARY PUBLIC

Description of document this notarial certificate is being attached to:	
Type/Title	
Date of Doc	
Number of Pages	
Addt'l Signers (other than those named in the notarial certificate.)	



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SAMPLE

SAMPLE ATTACH CERTIFICATE- JURAT

The Secretary of State provides this sample attach certificate out of convenience to our customers. However, our office cannot offer legal advice and is only able to guarantee that it is acceptable under Arizona State Notary Law.

NOTARIAL JURAT

STATE OF _____)

COUNTY OF _____)

Subscribed and sworn before me this ____ day of _____, 20____, by

_____.

(Notary Seal)

NOTARY PUBLIC

Description of document this notarial certificate is being attached to:	
Type/Title	
Date of Doc	
Number of Pages	
Addt'l Signers (other than those named in the notarial certificate.)	

Please note: This is a jurat format notarial certificate. This document as well as the document it is attached to cannot contain any blank lines. Please ensure all blanks are filled in prior to notarization.



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SAMPLE

SAMPLE ATTACH CERTIFICATE- COPY CERTIFICATION

The Secretary of State provides this sample attach certificate out of convenience to our customers. However, our office cannot offer legal advice and is only able to guarantee that it is acceptable under Arizona State Notary Law.

NOTARY COPY CERTIFICATION

STATE OF _____)

COUNTY OF _____)

I, _____, a notary public, do certify that on this ____ day of _____, 20____, I personally made a photocopy of _____, from the original, and it is a true exact, complete unaltered copy.

Description of document this notarial certificate is being attached to:	
Type/Title	
Date of Doc	
Number of Pages	
Add'l Signers (other than those named in the notarial certificate.)	



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***Reminder: the notary and the translator may not be the same individual.**

SAMPLE

SAMPLE AFFIDAVIT - TRANSLATIONS

The Secretary of State provides this sample affidavit out of convenience to our customers. However, our office cannot offer legal advice and is unable to guarantee that the affidavits are in a format that will be accepted by the intended recipient of your documents. The burden is on the person seeking a notarization to ensure that documents contain the necessary elements for the intended recipient.

I _____ do solemnly swear or affirm that I know the English
 (printed name of translator)
 language and the _____ language, and that I can translate from either of them into
 (second language)
 the other, and that the attached is an accurate and complete translation of _____
 (brief description of document)
 made by me from _____ into _____.
 (language of original document) (language of translated document)

I understand that if I am found to have made a false or misleading statement concerning information on this document, I may be subject to the penalty of perjury.

 Signature of Translator Date

State of Arizona)

County of _____)

Subscribed and sworn/affirmed before me this _____ day of _____, _____, by

 (name of translator)

[affix seal here] _____
 NOTARY PUBLIC

Description of document this affidavit and notarial certificate are being attached to:	
Type/Title	
Date of Doc	
Number of Pages	
Add'l Signers (other than those named in the notarial certificate.)	



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Index

A

acknowledgment
 check list 26
 defined 26
 samples 27
 vs. jurat 26
 acts
 notarial 25
 address change
 amendment to commission 10
 form 53
 affirmation 17
 apostilles
 defined 28
 application
 availability 4
 fees 6
 form 51
 processing 6
 qualifications 4
 rejection 6

B

bond
 defined 5
 procuring 5
 bonding agents 8

C

certificate, notarial 16
 certificates of authentication
 defined 27
 certified mail
 as burden of proof 11
 citizenship
 as it pertains to becoming a
 notary 4
 commission
 amendments
 address change 10
 name change 10
 resignation 11
 certificate 8
 defined 8
 lost or stolen 8
 duties 33
 expiration 7
 ownership 7
 renewal 10
 restrictions, workplace 7
 complaint
 against a notary 14

investigation 14
 copy certification 28
 credible person
 as satisfactory evidence of
 identity 19

D

deceased notary
 representative responsibilities
 11
 duties
 notarial 33

E

education
 notary workshops 14

F

fees
 application and office 6
 Arizona notary fees
 workplace, limitations 24

I

identification cards 18
 impartial witness
 defined 2, see also relationships
 to blood relatives page 20
 insurance
 error and omission 5

J

journal
 procuring 9
 replacement 9
 requirements 9
 theft 9
 jurat 27
 vs. acknowledgment 26
 jurisdiction
 notarization limitations 14

L

language
 recognizing notarial acts 25

M

mailing address
 secretary of state 2
 marriage
 commission amendment 10
 military
 commissioned and non-
 commissioned officers 4

N

name change
 commission amendment 10
 form 53
 notarial acts 25
 notario publico (see language de-
 ception) 13
 notary bond 5
 fees 6
 notary public
 defined 2
 notary seal 9

O

oath 30

P

party to the instrument
 defined 3
 public records 22

R

refunds, application, limitations, 6
 residency
 qualifications 4
 resignation
 commission amendment 11

S

satisfactory evidence of identity 18
 seal, see notary seal
 signature
 notary public 8
 on documents 16

V

valid identification card
 exception 18
 insufficient evidence 19

W

Web address
 secretary of state 2





MICHELE REAGAN
Secretary of State
1700 W. Washington Street, FL 7
Phoenix, AZ 85007-2808

ARIZONA



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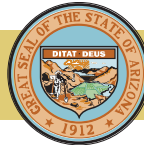
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AT 602-542-6187

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