

# A Notary Certificate In 4 Simple Parts

By Kelle Clarke on December 16, 2015 in [Notary News](#)

*Updated 12-1-18.* Completing Notary certificate wording is an essential part of your duties, but it's easy to get confused and make mistakes when doing so. Here is a guide to the 4 main parts of Notary certificate wording and what information goes in each of them.

## Part 1: The Venue

The venue refers to where the notarization takes place. The venue establishes the qualifications and authority of the Notary or notarizing officer performing the notarial act. Usually, the Notary is asked to write the name of the county and state in the appropriate blanks. However, some venue forms require the Notary to write in different location information, for example the city and state.

You may occasionally encounter documents that have the venue already filled in. Make sure it reflects the true location. If it does not, you'll need to [correct the certificate](#).

### VENUE

#### INDIVIDUAL ACKNOWLEDGMENT

State/Commonwealth of Wyoming } ss.  
County of Laramie  
On this the 18th day of July  
*Day Month*  
Pat R. Jones  
*Name of Notary Public*

### BODY

18th day of July, 2017, before me,  
*Day Month Year*  
Pat R. Jones, the undersigned Notary Public,  
*Name of Notary Public*  
appeared Mary T. Richards  
*Name(s) of Signer(s)*  
 personally known to me – OR –  
 proved to me on the basis of satisfactory evidence  
to be the person(s) whose name(s) is/are subscribed to the within instrument, and acknowledged to me that he/she/they executed the same for the purposes therein stated.

## Part 2: The Body

The body includes the main information about the notarial act, including the name of the signer, the date of notarization, and important details about the notarial act itself.

These details describe the facts the Notary is certifying in the particular notarization. An example of acknowledgment wording in the body might read: "...On (today's date),

(signer name) personally appeared before me and acknowledged executing the document."

### Part 3: The Notary's Signature

There is always a space for you to sign. You should sign your name exactly as it appears on your Notary commission.

#### SIGNATURE

WITNESS my hand and official seal.

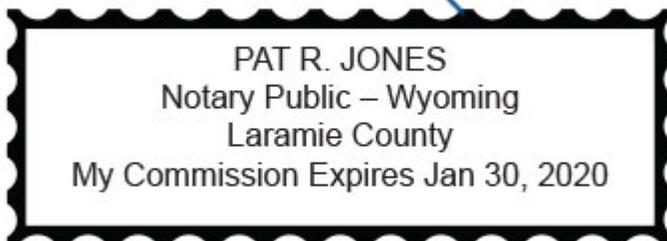
*Pat R. Jones*

*Signature of Notary Public*

Pat R. Jones

*Any Other Required Information  
(Printed Name of Notary, Expiration Date, etc.)*

#### NOTARY'S SEAL



*Place Notary Seal/Stamp Above*

### Part 4: The Notary's Seal

While not all states require Notaries to have a seal or stamp, most do. Placing the seal on a notarial certificate “authenticates” or establishes the genuineness of the notarial act. Typically, you will [affix your seal](#) next to your signature. Make sure it is clear and legible.

The wording on Notary certificates varies from state to state. Some states prescribe

the exact wording while others require you to use a certificate that substantially complies with the statutory form. Whatever the requirements, you'll see these elements.

You can learn about Notary certificate wording for your state from your [state's Notary regulating agency website](#) or your state's Notary handbook. Or check out the [NNA's Notary Primers](#) or U.S. Notary Reference Manual, which is a [NNA member benefit](#). The [NNA's Notary Essentials eLearning course](#) guides you through all your state's requirements.

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