

# 5 STEPS

## TO COMPLETING A CORRECT NOTARIZATION OF A SIGNATURE

When a person is requesting their signature to be notarized:

### 1 ASK FOR ID

Valid ID – State or Government issued or, personally known to you

### 2 HAVE THEM SWEAR OR AFFIRM THE FOLLOWING: (JURAT ONLY)

“Do you swear or affirm that the contents of this document are true and correct under penalty of perjury?”

### 3 HAS THE DOCUMENT ALREADY BEEN SIGNED? IF NOT, HAVE THEM SIGN.

If the signer has previously signed the document, use Acknowledgment language. If the signer requires you to witness the signature use a Jurat or a Signature Witnessing.

### 5 STAMP THE DOCUMENT AND SIGN YOUR NAME

Make sure the stamp is legible and does not cover any language on the document.  
Sign your name as it appears on your Notarial Commission

### 4 ADD OR ATTACH NOTARIAL LANGUAGE

**Jurat** – Person will sign under oath in front of notary

State of Utah  
County of \_\_\_\_\_  
Subscribed and sworn to before me on this \_\_\_\_ day of \_\_\_\_\_, in the year 20\_\_\_\_, by \_\_\_\_\_ (name of the document signer).  
Notary Signature \_\_\_\_\_ Notary Seal \_\_\_\_\_

**Acknowledgment** – Person may have already signed the document and does not require to be placed under oath

State of Utah  
County of \_\_\_\_\_  
On this \_\_\_\_ day of \_\_\_\_\_, in the year 20\_\_\_\_, before me, \_\_\_\_\_ (name of notary), personally appeared \_\_\_\_\_ (name of document signer), proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this instrument, and acknowledged he/she/they executed the same.  
Notary Signature \_\_\_\_\_ Notary Seal \_\_\_\_\_

**Signature Witnessing** – Person will sign document in front of notary and does not require to be placed under oath

State of Utah  
County of \_\_\_\_\_  
On this \_\_\_\_ day of \_\_\_\_\_, in the year 20\_\_\_\_, before me, \_\_\_\_\_ (name of notary), personally appeared \_\_\_\_\_ (name of document signer), proved to me on the basis of satisfactory evidence to be the person whose name is signed on the preceding or attached document in my presence.  
Notary Signature \_\_\_\_\_ Notary Seal \_\_\_\_\_

\*We recommend recording every transaction in your notary journal

**DISCLAIMER:** This document is not a substitute for Utah State Code, and it is not intended to be comprehensive or an authoritative statement of law. For further legal information, please consult Utah State Code or other appropriate legal resources.