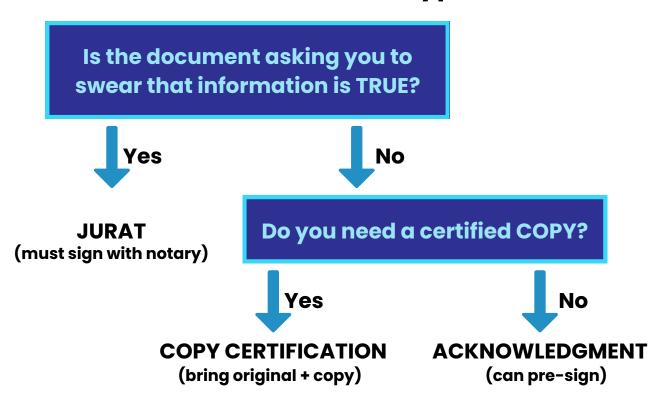


Notarization Quick Reference Guide

Never Wonder Which Type You Need Again

Your pocket guide to Texas notarizations

Quick Decision Tree: What Type Do I Need?



The 3 Types At A Glance

<u>Type</u>	<u>Purpose</u>	Can Pre- Sign?	You Must Say/Do	<u>Key Clue</u> <u>Words</u>
ACKNOWLEDGMENT	Verify identity & voluntary signing	✓ YES	Confirm "Yes, I signed this"	"personally appeared," "acknowledged"
JURAT	Swear information is true	X NO	Take verbal oath: "I do" or "I swear"	"sworn to," "subscribed," "I swear"
COPY CERTIFICATION	Certify copy matches original	N/A	Bring both documents	"true and correct copy"

What to Bring (Every Time)

Required ID (All Types):

Currentgovernment-issued photo ID:

- ✓ Driver's license
 - ✓ State ID
 - Passport
 - Military ID
- X Expired license, student ID, work badge

Document Requirements:

- Acknowledgments: Can be pre-signed
- Jurats: Must be BLANK (sign with notary)
- Copy Certifications: Bring BOTH original + copy

<u>Document</u>	<u>Type</u>	<u>Can Pre-Sign?</u>
Business loan papers	Usually Acknowledgment	✓ Yes
Partnership agreements	Usually Acknowledgment	✓ Yes
Power of attorney	Usually Acknowledgment	✓ Yes
Sworn affidavits	Always Jurat	× No
Insurance claims (sworn)	Usually Jurat	× No
Real estate deeds	Usually Acknowledgment	✓ Yes
Corporate bylaws (copies)	Copy Certification	N/A

PREPARATION CHECKLIST

Before Your Appointment For ACKNOWLEDGMENTS:

- Read and understand the document
 - □ Sign where indicated
 - □ Fill in all required information
 - □ Bring current photo ID

For JURATS:

- □ Read and understand completely
- □ Confirm you can swear information is TRUE
 - □ Leave signature lines BLANK
 - □ Fill in all other required information
 - □ Bring current photo ID

For COPY CERTIFICATIONS:

- □ Bring original document
- □ Bring photocopy to certify
 - □ Bring current photo ID
- □ Confirm it's NOT a vital record

Spot the Type: Language Clues

ACKNOWLEDGMENT:

"State of Texas, County of ____"

"personally appeared before me"

"acknowledged that he/she executed"

JURAT:

"Subscribed and sworn to before me"

"being duly sworn deposes and says"

"I swear (or affirm) that the foregoing is true"

COPY CERTIFICATION:

"I certify that this is a true and correct copy"

"I have compared the foregoing copy"

🚫 Red Flags - Don't Proceed If:

Issue	Why It Matters		
Blank spaces	Document can't be notarized with blanks		
You don't understand it	Especially critical for jurats (you're swearing it's true)		
Expired ID	Texas law requires current ID		
Pressure to sign immediately	Take time to read and understand		

<u>Top 10 Mistakes</u>

(And How to Avoid Them)

- X Pre-signing jurat documents
- ✓ Leave signature blank if you see "I swear" language
 - X Expired ID
 - Check expiration date before appointment
 - X Not reading jurat documents
 - ☑ Understand what you're swearing is true
 - X Blank spaces in documents
 - ▼ Fill all required fields first
 - X Only bringing copy (for certification)
 - ✓ Must have both original and copy
 - X Assuming all types are the same
 - Check each signature line individually
 - X Trying to certify vital records
 - Get those from issuing agency
 - X Not confirming requirements
 - ✓ Call bank/attorney for clarification
 - X Rushing the process
 - ✓ Plan adequate time
 - X Wrong type of ID
 - Government-issued photo ID only

<u>When to Choose Mobile vs. Bank</u>

Choose Mobile Notary When:

- Multiple document types
- Evening/weekend needed
- Time is critical (closings, deadlines)
- Want document review beforehand
- Mobility limitations
- Privacy important

m Bank/UPS Store Works When:

- Single acknowledgment only
- Standard business hours fine
- Cost is primary concern

<u>Last-Minute Emergency?</u>

Tonight for tomorrow's closing:

- Text/email document photos now
- Confirm notarization types
- Gather all documents + ID
- Schedule early morning or evening
- Double-check you have originals for copy certifications
 - Text photos to 817-219-6626
 I can often identify the type and requirements within minutes.

Texas-Specific Rules

Texas Notaries CAN:

Certify copies of business documents

Certify copies of academic transcripts

Certify copies of contracts

Perform notarizations anywhere in Texas

Provide mobile service

X Texas Notaries CANNOT:
Certify copies of birth certificates
Certify copies of death certificates
Certify copies of marriage licenses
Give legal advice about documents
Notarize blank documents

For vital records, contact Texas Department of State Health Services or the county clerk where the record was filed.

Notarize without proper ID

Your Next Steps

- **Mow You Can:**
- Identify which type you need
- Prepare properly for your appointment
 - Avoid the 10 most common mistakes
- Choose the right service for your situation

Need Help With Your Documents?

Contact Serenity Clerking

- 817-219-6626 (call or text)
- www.SerenityClerking.com
- River Mobile Notary Public

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"Your documents handled with care, your time respected, your stress eliminated."

This guide is for informational purposes and does not constitute legal advice.

When in doubt about your specific documents, consult the requesting organization or a qualified attorney.