



**SERENITY**  
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# 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?

Is the document asking you to  
swear that information is TRUE?



**JURAT**  
(must sign with notary)



Do you need a certified COPY?



**COPY CERTIFICATION**  
(bring original + copy)



**ACKNOWLEDGMENT**  
(can pre-sign)

# The 3 Types At A Glance

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

## What to Bring (Every Time)

✓ Required ID (All Types):

Current government-issued photo ID:

- ✓ Driver's license
- ✓ State ID
- ✓ Passport
- ✓ Military ID

✗ 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>
<b>Business loan papers</b>	Usually Acknowledgment	✓ Yes
<b>Partnership agreements</b>	Usually Acknowledgment	✓ Yes
<b>Power of attorney</b>	Usually Acknowledgment	✓ Yes
<b>Sworn affidavits</b>	Always Jurat	✗ No
<b>Insurance claims (sworn)</b>	Usually Jurat	✗ No
<b>Real estate deeds</b>	Usually Acknowledgment	✓ Yes
<b>Corporate bylaws (copies)</b>	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

# Top 10 Mistakes

*(And How to Avoid Them)*

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

## **When to Choose Mobile vs. Bank**

### **Choose Mobile Notary When:**

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

### **Bank/UPS Store Works When:**

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

## **Last-Minute Emergency?**

### **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**

## ✗ 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**

**Notarize without proper ID**

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

## Your Next Steps

### 🎯 Now 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](http://www.SerenityClerking.com)

✉ [Schedule online consultations](#)

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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.