



STATE OF UTAH
LIEUTENANT GOVERNOR'S OFFICE
NOTARY PUBLIC STUDY GUIDE
2016

*****For use before and during the test*****

Note: The notary test has 35 questions totaling 65 points. A passing score is 61 or higher. Ten questions are heavily weighted (*4 points each*) to ensure a basic understanding of notary law. You will fail the test if you miss more than one of the weighted questions, so you will want to become familiar with the Top Ten Mistakes of Notaries Public. All other questions on the test are 1 point each.

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Lieutenant Governor's Office
State Capitol, Rm 220
Salt Lake City, UT 84114

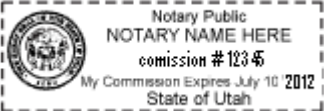
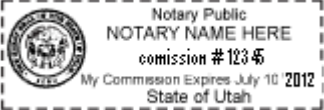
Phone: 801-538-1041
Fax: 801-538-1133
Email: notary@utah.gov

Top Ten Mistakes of Notaries Public:
Preparation for 4-point FUNDAMENTAL questions

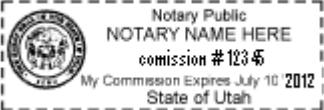
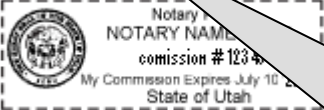
1. Leaving out the notarial language: **Never just stamp and sign.** Make sure the proper language, with all necessary material information, is included in the written description of the notarial act (also called “certificate”).

UCA 46-1-6 lists only four options of notarial acts—two of which deal with notarizing a signature. The definitions of Acknowledgment and Jurat in 46-1-2 describe the information to which **the notary is required to certify**. None of the acts listed in this section of code (46-1-6) are defined as “signature and seal alone.”

To Review: When notarizing a signature, ALWAYS use some variation of one of the two acts below (also found at www.notary.utah.gov)

| Acknowledgment | Jurat |
|--|---|
| <p>State of Utah County of <u>Salt Lake</u></p> <p>On this <u>1st</u> day of <u>July</u>, in the year <u>2010</u>, before me, (<u>notary name</u>), a notary public, personally appeared, <u>John Doe (signer name)</u>, proved on the basis of satisfactory evidence to be the person(s) whose name is subscribed to this instrument, and acknowledged he executed the same.</p> <p>Witness my hand and official seal.</p>  <p><i>Notary Name Signature</i></p> | <p>State of Utah County of <u>Salt Lake</u></p> <p>Subscribed and sworn to before me on this <u>1st</u> day of <u>July</u>, <u>2010</u> by <u>John Doe (signer name)</u>.</p>  <p><i>Notary Name Signature</i></p> |

Or, to put it differently:

| Correct | Incorrect/bad/not an option under 46-1-6 |
|---|---|
| <p>State of Utah County of Salt Lake</p> <p>Subscribed and sworn to before me on this <u>1st</u> day of <u>July</u>, <u>2010</u> by <u>John Doe</u>.</p>  <p><i>Notary Name Signature</i></p> |  <p><i>Notary Name Signature</i></p> <div data-bbox="1193 1612 1550 1896" style="border: 1px solid gray; border-radius: 15px; padding: 10px; background-color: #f0f0f0;"> <p>The stamp and signature are the “finishing touches” to a certificate, but they do not stand alone. Here, the notary stamped and signed, but we will never know what the notary is certifying.</p> </div> |

Reference: 46-1-6. Powers and limitations. The following notarial acts may be performed by a notary within the state:

- (1) acknowledgments;*
- (2) copy certifications;*
- (3) jurats; and*
- (4) oaths or affirmations.*

Reference: 46-1-9 False or incomplete certificate. A notary may not execute a certificate containing a statement known by the notary to be false or materially incomplete. (underline added)

2. Confusing the notarial acts: Please see the subtle differences between the Jurat and the Acknowledgment. Jurat certifies a voluntary signature was made in the notary's presence, whereas Acknowledgment certifies a signer has admitted in the notary's presence to voluntarily signing. **Both require personal appearance.**

Reference: 46-1-2(1) "Acknowledgment" means a notarial act in which a notary certifies that a signer, whose identity is personally known to the notary or proven on the basis of satisfactory evidence, has admitted, in the presence of the notary, to voluntarily signing a document for the document's stated purpose.

Reference: 46-1-2(5) "Jurat" means a notarial act in which a notary certifies that a signer, whose identity is personally known to the notary or proven on the basis of satisfactory evidence, has made, in the notary's presence, a voluntary signature and taken an oath or affirmation vouching for the truthfulness of the signed document.

3. Misinterpreting electronic signature/notarization: Notarization of an electronic signature IS VERY RARE and still requires personal appearance. It is a certification of a voluntary signature just the same as any other signature. Notarization of an electronic signature does **NOT** mean by phone, fax, email or video conference. For electronic notarization, the signer is in the presence of the notary using a computer instead of pen and paper. **The rule of personal appearance is not affected by the definition of "Electronic Signature."**

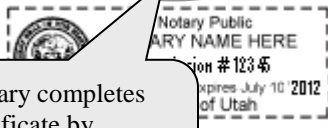
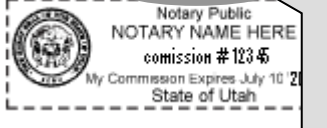
Reference: 46-4-102(8): "Electronic signature" means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

4. Failing to require Personal Appearance: The signer must always appear before the notary. Title 46 does not allow for variation on this matter. Many fraud cases begin with stories of why the signer cannot personally appear: He is too ill to come into the office;" "The signer is my grandmother and she asked me to get this notarized;" "You've been my friend for years—you know I wouldn't lie to you." As convincing as these statements

can be, none of them justify notarizing the signature without the signer personally present.

Reference: 46-1-2 (Definitions of Acknowledgment and Jurat)

5. Failing to name the appearing signer: If John Doe appears before you, you must certify John Doe appeared before you (it seems simple enough, but many notaries actually forget to name the signer). When more than one signature appears on the document, omitting this material information often leads to confusion. Many fraud cases show that the “defrauder” was able to add a different name in the Jurat or Acknowledgment simply because the notary failed to include the correct name in the first place.

| <i>Correct</i> | <i>Incorrect</i> |
|---|--|
| <p>State of Utah County of Salt Lake</p> <p>Subscribed and sworn to before me on this 1st day of July, 2010 by <u>John Doe</u>.</p>  <p>Signature</p> | <p>State of Utah County of Salt Lake</p> <p>Subscribed and sworn to before me on this 1st day of July, 2010 by _____.</p>  <p>Notary Name Signature</p> |

The notary completes the certificate by **naming the appearing signer**

The notary FAILED to complete the certificate. What if multiple signatures appear on the document? We cannot verify WHO signed in the presence of this notary (maybe John, maybe Bob, maybe nobody!)

Reference: 46-1-9 False or incomplete certificate. A notary may not execute a certificate containing a statement known by the notary to be false or materially incomplete. (underline added)

6. Adopting policies contrary to UCA 46-1-8: According to law, a notary may not refuse to enter into a lawful transaction involving a notarial act. Do not adopt policies to refuse transactions unless there is a legal reason to do so. To “pick and choose” who is served based on personal preferences or prejudices is not legally justified.

Some employers have expressed concern over this law. It is true, employers often carry the burden in finding a balance that complies with the law and, at the same time, allows for reasonable limits to protect the notary’s time and liability. Regardless, all policies should be carefully created while keeping in mind the notary’s main purpose: to serve the public—not just the company.

Reasonable limits may and should be in place to prevent abuse from members of the public who would demand immediate service regardless of the notary’s workload and availability.

The following table may help employers and notaries understand their roles when serving the public:

| Employer MAY | Employer MAY NOT |
|--|---|
| <ul style="list-style-type: none"> • <u>may</u> determine when the notary is available to serve the public DURING work hours | <ul style="list-style-type: none"> • <u>may not</u> determine when the notary is available to serve the public AFTER work hours |
| <ul style="list-style-type: none"> • <u>may</u> establish policy that the notary will only notarize company documents DURING work hours | <ul style="list-style-type: none"> • <u>may not</u> establish policy that the notary's service is restricted to the workplace |
| <ul style="list-style-type: none"> • <u>may</u> allow the notary to serve the public at determined times DURING work hours | <ul style="list-style-type: none"> • <u>may not</u> "pick and choose" which documents or customers will be served when the notary is serving the general public (unless the transaction is unlawful) |
| <ul style="list-style-type: none"> • <u>may</u> require a \$5 fee for clients or non-clients | <ul style="list-style-type: none"> • <u>may not</u> require more than \$5 per signature notarized |

Reference: 46-1-3 . . .the lieutenant governor shall commission as a notary any qualified person . . .

Reference: 46-1-8 A notary may not . . . refuse to enter into a lawful transaction involving a notarial act by the notary.

7. Failing to require proper I.D.:

| Valid Identification | Not Valid |
|--|--|
| <ul style="list-style-type: none"> • Passport (from this or any nation) • I.D. from Government (U.S., any state within the U.S., or Foreign) with the following 3 items: <ul style="list-style-type: none"> 1. Photograph 2. Signature 3. Physical Description | <ul style="list-style-type: none"> • Driver's Privilege Card • Birth Certificate • Marriage License • Social Security Card • any other document which does NOT meet the criteria for Valid Identification |

Reference: 46-1-2(12)

(a) Satisfactory evidence of identity" means identification of an individual based on:(i) valid personal identification with the individual's photograph, signature, and physical description issued by the United States government, any state within the United States, or a foreign government;(ii) a valid passport issued by any nation; or (iii) the oath or affirmation of a credible person who is personally known to the notary and who personally knows the individual.

(b) "Satisfactory evidence of identity" does not include: (i) a driving privilege card under Subsection 53-3-207(10); or (ii) another document that is not considered valid for identification.

8. Refusing documents solely for their content: Again, according to 46-1-8, regardless of the type of document, you may **NOT** refuse to enter into “a lawful transaction involving a notarial act . . .”

Many have asked “can I notarize a will”? The answer should be “yes,” unless there is some other reason as found in title 46 that would categorize the transaction as unlawful. Company policies cannot “override” the law that requires service on lawful transactions.

What about documents in another language? You should not be reading the document anyway—even if it is in English. However, you must communicate sufficiently with the signer to ensure the signer signed voluntarily.

Reference: 46-1-8 A notary may not . . . refuse to enter into a lawful transaction involving a notarial act by the notary.

Reference: 46-1-14 For every notarial act, the notary may record the following information in the journal . . . a description of the document or proceeding.

9. Leaving the notary seal and certificate with the employer upon termination of employment: Point 6 has already indirectly addressed this mistake. A notary is commissioned by the Lieutenant Governor—not the employer. When you leave employment, your commission remains in effect until expiration, cancellation, or resignation.

EXCEPTION: By law, the required bond for Notaries Public employed by a state office or agency is provided by the Office of Risk Management. When the state employee ceases employment, the coverage and commission are cancelled.

| Employer MAY | Employer MAY NOT |
|--|--|
| <ul style="list-style-type: none"> • <u>may</u> pay for the notary’s bond | <ul style="list-style-type: none"> • <u>may not</u> cancel the bond even if the notary ceases employment |
| <ul style="list-style-type: none"> • <u>may</u> pay for the notary’s seal | <ul style="list-style-type: none"> • <u>may not</u> confiscate the seal when the notary ceases employment |

Reference:46-1-16(2)(a) A notary shall keep an official notarial seal that is the exclusive property of the notary and that may not be used by any other person

Reference:46-1-13 If a notary maintains a journal, the notary shall:(1) safeguard the journal and all other notarial records as valuable public documents and may not destroy the documents; and (2) keep the journal in the exclusive custody of the notary, not to be used by any other notary or surrendered to an employer upon termination of employment.

10. Executing “materially incomplete” certificates: What does “materially incomplete” mean? As already discussed, leaving out the notarial language and failing to name the signer are examples of materially incomplete certificates. Other examples include leaving out where and when the notarization took place. A good rule is “Say what happened!” Title 57 has a suggested form that, if properly completed, is sufficient under any law of the State of Utah.

Reference: 46-1-9 False or incomplete certificate. A notary may not execute a certificate containing a statement known by the notary to be false or materially incomplete. (underline added)

Reference: 57-2a-7 Form of acknowledgment.

(1) The form of acknowledgment set forth in this section, if properly completed, is sufficient under any law of this state. It is known as "Statutory Short Form of Acknowledgment." This section does not preclude the use of other forms.

State of _____)
) ss.
 County of _____)

The foregoing instrument was acknowledged before me this (date) by (person acknowledging, title or representative capacity, if any).

(Signature of Person Taking Acknowledgment)

(Seal) (Title)

My commission expires: _____ Residing at: _____

A CLOSER LOOK

State of _____)
) ss.
 County of _____)

Venue (The place of ground you stand on at the time of notarization)

The foregoing instrument was acknowledged before me this (date) by (person acknowledging, title or representative capacity, if any).

Notarial Act (see "Acknowledgment")

(Signature of Person Taking Acknowledgment)

(Seal) (Title)

My commission expires: _____ Residing at: _____

Utah Code
Title 46 NOTARIES PUBLIC REFORM ACT
Chapter 1

46-1-1. Short title.

This chapter is known as the "Notaries Public Reform Act."

46-1-2. Definitions.

As used in this chapter:

- (1) "Acknowledgment" means a notarial act in which a notary certifies that a signer, whose identity is personally known to the notary or proven on the basis of satisfactory evidence, has admitted, in the presence of the notary, to voluntarily signing a document for the document's stated purpose.
- (2) "Commission" means:
 - (a) to empower to perform notarial acts; and
 - (b) the written authority to perform those acts.
- (3) "Copy certification" means a notarial act in which a notary certifies that a photocopy is an accurate copy of a document that is neither a public record nor publicly recorded.
- (4) "Electronic signature" has the same meaning as provided under Section **46-4-102**.
- (5) "Jurat" means a notarial act in which a notary certifies that a signer, whose identity is personally known to the notary or proven on the basis of satisfactory evidence, has made, in the notary's presence, a voluntary signature and taken an oath or affirmation vouching for the truthfulness of the signed document.
- (6) "Notarial act" and "notarization" mean any act that a notary is empowered to perform under this section.
- (7) "Notarial certificate" means the part of or attachment to a notarized document for completion by the notary and bearing the notary's signature and seal.
- (8) "Notary" means any person commissioned to perform notarial acts under this chapter.
- (9) "Oath" or "affirmation" means a notarial act in which a notary certifies that a person made a vow or affirmation in the presence of the notary on penalty of perjury.
- (10) "Official misconduct" means a notary's performance of any act prohibited or failure to perform any act mandated by this chapter or by any other law in connection with a notarial act.
- (11) "Personal knowledge of identity" means familiarity with an individual resulting from interactions with that individual over a period of time sufficient to eliminate every reasonable doubt that the individual has the identity claimed.
- (12) (a) "Satisfactory evidence of identity" means identification of an individual based on:
 - (i) valid personal identification with the individual's photograph, signature, and physical description issued by the United States government, any state within the United States, or a foreign government;
 - (ii) a valid passport issued by any nation; or
 - (iii) the oath or affirmation of a credible person who is personally known to the notary and who personally knows the individual.

- (b) "Satisfactory evidence of identity" does not include:
 - (i) a driving privilege card under Subsection **53-3-207(10)**; or
 - (ii) another document that is not considered valid for identification.

46-1-3. Qualifications -- Commissioning -- Jurisdiction and term.

- (1) Except as provided in Subsection (3), the lieutenant governor shall commission as a notary any qualified person who submits an application in accordance with this chapter.
- (2) A person qualified for a notarial commission shall:
 - (a) be 18 years of age or older;
 - (b) lawfully reside in this state 30 days immediately preceding the filing for a notarial commission and maintain permanent residency thereafter;
 - (c) be able to read, write, and understand English;
 - (d) submit an application to the lieutenant governor containing no significant misstatement or omission of fact and include at least:
 - (i) a statement of the applicant's personal qualifications, the applicant's residence address, a business address in this state, and daytime telephone number;
 - (ii) the applicant's age and date of birth;
 - (iii) all criminal convictions of the applicant, including any pleas of admission and nolo contendere;
 - (iv) all issuances, denials, revocations, suspensions, restrictions, and resignations of a notarial commission or other professional license involving the applicant in this or any other state;
 - (v) the acknowledgment of a passing score by the applicant on a written examination administered under Subsection (5);
 - (vi) a declaration by the applicant; and
 - (vii) an application fee determined under Section **63J-1-504**;
 - (e) be a Utah resident or have permanent resident status under Section 245 of the Immigration and Nationality Act; and
 - (f) be endorsed by two residents of the state who are over the age of 18.
- (3) The lieutenant governor may deny an application based on:
 - (a) the applicant's conviction for a crime involving dishonesty or moral turpitude;
 - (b) any revocation, suspension, or restriction of a notarial commission or professional license issued to the applicant by this or any other state;
 - (c) the applicant's official misconduct while acting in the capacity of a notary; or
 - (d) the applicant's failure to pass the written examination.
- (4) A person commissioned as a notary by the lieutenant governor may perform notarial acts in any part of this state for a term of four years, unless the person resigned or the commission is revoked or suspended under Section **46-1-19**.
- (5) Each applicant for a notarial commission shall take a written examination approved by the lieutenant governor and submit the examination to a testing center designated by the lieutenant governor for purposes of scoring the examination. The testing center designated by the lieutenant governor shall issue a written acknowledgment to the applicant indicating whether the applicant passed or failed the examination.

46-1-4. Bond.

- (1) A notarial commission may not become effective until a constitutional oath of office and a \$5,000 bond has been filed with and approved by the lieutenant governor. The bond shall be executed by a licensed surety for a term of four years commencing on the commission's

effective date and terminating on its expiration date, with payment of bond funds to any person conditioned upon the notary's misconduct while acting in the scope of his commission.

(2) The bond required under Subsection (1) may be executed by the Office of Risk Management for notaries public employed by a state office or agency.

46-1-5. Recommissioning.

An applicant for recommissioning as a notary shall submit a new application and bond and comply with the provisions of this chapter.

46-1-6. Powers and limitations.

The following notarial acts may be performed by a notary within the state:

- (1) acknowledgments;
- (2) copy certifications;
- (3) jurats; and
- (4) oaths or affirmations.

46-1-7. Disqualifications.

A notary may not perform a notarial act if the notary:

- (1) is a signer of the document that is to be notarized except in case of a self-proved will as provided in Section **75-2-504**; or
- (2) is named in the document that is to be notarized except:
 - (a) in the case of a self-proved will as provided in Section **75-2-504**; or
 - (b) in the case of a licensed attorney that is listed in the document only as representing a signer or another person named in the document;
- (3) will receive directly from a transaction connected with a financial transaction in which the notary is named individually as a principal; or
- (4) will receive directly from a real property transaction in which the notary is named individually as a grantor, grantee, mortgagor, mortgagee, trustor, trustee, beneficiary, vendor, vendee, lessor, or lessee.

46-1-8. Impartiality.

- (1) A notary may not influence a person to enter into or to refuse to enter into a lawful transaction involving a notarial act by the notary.
- (2) A notary shall perform notarial acts in lawful transactions for any requesting person who tenders the appropriate fee specified in Section **46-1-12**.

46-1-9. False or incomplete certificate.

A notary may not:

- (1) execute a certificate containing a statement known by the notary to be false or materially incomplete; or
- (2) perform any notarial act with intent to deceive or defraud.

46-1-10. Testimonials prohibited.

A notary may not endorse or promote any product, service, contest, or other offering if the notary's title or seal is used in the endorsement or promotional statement.

46-1-11. Prohibited acts -- Advertising.

- (1) A nonattorney notary may not provide advice or counsel to another person concerning legal documents or legal proceedings, including immigration matters.
- (2) (a) (i) A nonattorney notary who advertises notarial services in any language other than English shall include in the advertisement a notice that the notary public is not an attorney.

(ii) The notice under Subsection (2)(a)(i) must include the fees that a notary may charge pursuant to Section **46-1-12** and the following statement:

"I AM NOT AN ATTORNEY LICENSED TO PRACTICE LAW IN UTAH AND MAY NOT GIVE LEGAL ADVICE ABOUT IMMIGRATION OR ANY OTHER LEGAL MATTER OR ACCEPT FEES FOR LEGAL ADVICE."

(b) (i) The notice required by Subsection (2)(a) shall be in English and in the language of the advertisement and in letters of a conspicuous size.

(ii) If the advertisement is by radio or television, the statement may be modified, but must include substantially the same message.

(c) (i) Literal translation of the phrase "Notary Public" into any language other than English is prohibited if the literal translation implies that the notary is a licensed attorney.

(ii) In this Subsection (2)(c), "literal translation" means the translation of a word or phrase without regard to the true meaning of the word or phrase in the language that is being translated.

46-1-12. Fees and notice.

(1) The maximum fees that may be charged by a notary for notarial acts are for:

- (a) acknowledgments, \$5 per signature;
- (b) certified copies, \$5 per page certified;
- (c) jurats, \$5 per signature; and
- (d) oaths or affirmations without a signature, \$5 per person.

(2) A notary may charge a travel fee, not to exceed the approved federal mileage rate, when traveling to perform a notarial act if:

- (a) the notary explains to the person requesting the notarial act that the travel fee is separate from the notarial fee in Subsection (1) and is neither specified nor mandated by law; and
- (b) the notary and the person requesting the notarial act agree upon the travel fee in advance.

(3) A notary shall display an English-language schedule of fees for notarial acts and may display a nonEnglish-language schedule of fees.

(4)(a) The fee of a notary shall not exceed \$5 per individual for each set of forms relating to a change of that individual's immigration status.

(b) The fee limitation in Subsection (4)(a) shall apply whether or not the notary is acting as a notary but does not apply to a licensed attorney, who is also a notary rendering professional services regarding immigration matters.

46-1-13. Journal may be kept.

A notary may keep, maintain, and protect as a public record, and provide for lawful inspection a chronological, permanently bound official journal of notarial acts, containing numbered pages.

46-1-14. Entries in journal.

(1) For every notarial act, the notary may record the following information in the journal at the time of notarization:

- (a) the date and time of day of the notarial act;
- (b) the type of notarial act;
- (c) a description of the document or proceeding;

(d) the signature and printed name and address of each person for whom a notarial act is performed;

(e) the evidence of identity of each person for whom a notarial act is performed, in the form of:

(i) a statement that the person is "personally known" to the notary;

(ii) a description of the identification document, its issuing agency, its serial or identification number, and its date of issuance or expiration; or

(iii) the signature and printed name and address of a credible witness swearing or affirming to the person's identity; and

(f) the fee, if any, charged for the notarial act.

(2) A notary may record in the journal the circumstances in refusing to perform or complete a notarial act.

46-1-15. Inspection of journal -- Safekeeping and custody of journal.

If a notary maintains a journal, the notary shall:

(1) safeguard the journal and all other notarial records as valuable public documents and may not destroy the documents; and

(2) keep the journal in the exclusive custody of the notary, not to be used by any other notary or surrendered to an employer upon termination of employment.

46-1-16. Official signature -- Official seal -- Seal impression.

(1) In completing a notarial act, a notary shall sign on the notarial certificate exactly and only the name indicated on the notary's commission.

(2)(a) A notary shall keep an official notarial seal that is the exclusive property of the notary and that may not be used by any other person.

(b) Upon the resignation, revocation, or expiration of a notarial commission, the seal shall be destroyed.

(c) Each notarial seal obtained by a notary on or after July 1, 2003 shall use purple ink.

(3)(a) A new seal shall be obtained for any new commission or recommission.

(b) A new seal shall be obtained if the notary changes the notary's name of record at any time during the notary's commission.

(c) The seal impression shall be affixed near the notary's official signature on a notarial certificate and shall include a sharp, legible, and photographically reproducible ink impression of the notarial seal that consists of:

(i) the notary public's name exactly as indicated on the notary's commission;

(ii) the words "notary public," "state of Utah," and "my commission expires on (commission expiration date)";

(iii) for a notary seal issued on or after July 1, 2008, the notary's commission number, exactly as indicated on the notary's commission;

(iv) a facsimile of the great seal of the state; and

(v) a rectangular border no larger than one inch by two and one-half inches surrounding the required words and seal.

(4) An embossed seal impression that is not photographically reproducible may be used in addition to, but not in place of, the photographically reproducible seal required in this section.

(5) The notarial seal shall be affixed in a manner that does not obscure or render illegible any information or signatures contained in the document or in the notarial certificate.

- (6) A notary acknowledgment on an annexation, subdivision, or other map or plat is considered complete without the imprint of the notary's official seal if:
- (a) the notary signs the acknowledgment in permanent ink; and
 - (b) the following appear below or immediately adjacent to the notary's signature:
 - (i) the notary's full name and commission number appears exactly as indicated on the notary's commission;
 - (ii) the words "A notary public commissioned in Utah"; and
 - (iii) the expiration date of the notary's commission.
- (7) A notary acknowledgment on an electronic message or document is considered complete without the imprint of the notary's seal if the following information appears electronically within the message:
- (a) the notary's full name and commission number appearing exactly as indicated on the notary's commission; and
 - (b) the words "notary public," "state of Utah," and "my commission expires on _____ (date)".

46-1-17. Obtaining a seal.

- (1) A vendor may not provide a notarial seal, either inking or embossing, to a person claiming to be a notary, unless the person presents a photocopy of the person's notarial commission, attached to a notarized declaration substantially as follows:

Application for Notary Seal

I, _____ (name of person requesting seal), declare that I am a notary public duly commissioned by the state of Utah with a commission starting date of _____, a commission expiration date of _____, and a commission number of _____. As evidence, I attach to this paper a photocopy of my commission.

- (2) A vendor who provides a notarial seal in violation of this section is guilty of a class B misdemeanor.

46-1-18. Liability.

- (1) A notary may be liable to any person for any damage to that person proximately caused by the notary's misconduct in performing a notarization.
- (2) (a) A surety for a notary's bond may be liable to any person for damages proximately caused to that person by the notary's misconduct in performing a notarization, but the surety's liability may not exceed the penalty of the bond or of any remaining bond funds that have not been expended to other claimants.
- (b) Regardless of the number of claimants under Subsection (2)(a), a surety's total liability may not exceed the penalty of the bond.
- (3) It is a class B misdemeanor, if not otherwise a criminal offense under this code, for:
- (a) a notary to perform an act in violation of Section **46-1-9** or Section **46-1-11**; or
 - (b) the employer of a notary to solicit the notary to perform a notarial act in violation of this chapter.

46-1-19. Revocation or suspension.

The lieutenant governor may revoke or suspend a notarial commission on any ground for which an application for a notarial commission may be denied under Section **46-1-3**.

46-1-20. Change of name or address -- Bond policy rider.

- (1) Within 30 days of a change in the notary's name, the notary shall provide to the lieutenant governor:
- (a) the notary's new name, including official documentation of the name change; and

- (b) a bond policy rider.
- (2) To obtain a bond policy rider, the notary shall:
 - (a) notify the surety for the notary's bond;
 - (b) obtain a bond policy rider reflecting both the old and new name of the notary;
 - (c) return a bond policy rider, the original "Certificate of Authority of Notary Public";
 - (d) pay a \$5 fee; and
 - (e) destroy the old official seal.
- (3) Within 30 days of a change in the notary's address, the notary shall provide the notary's new address to the lieutenant governor.

46-1-21. Resignation.

- (1) A notary who resigns a notarial commission shall provide to the lieutenant governor a notice indicating the effective date of resignation.
- (2) A notary who ceases to reside in this state or who becomes unable to read and write as provided in Section **46-1-3** shall resign the commission.
- (3) A notary who resigns shall destroy the official seal and certificate.

46-1-22. Notice not invalidated.

If a notarial act is performed contrary to or in violation of this chapter, that fact does not of itself invalidate notice to third parties of the contents of the document notarized.

46-1-23. Dedication of fees.

The lieutenant governor shall deposit all money collected under this chapter into the General Fund as a dedicated credit to be used by the lieutenant governor to administer this chapter.

SAMPLE CERTIFICATES

Acknowledgment

State of Utah)
 §
County of)

On this day of (date), in the year 20__ , before me, (notary public name) a notary public, personally appeared (name of document signer), proved on the basis of satisfactory evidence to be the person(s) whose name(s) (is/are) subscribed to this instrument, and acknowledged (he/she/they) executed the same.

Witness my hand and official seal.

(signature)

(seal)

Jurat

State of Utah)
 §
County of)

Subscribed and sworn to before me on this (date), in the year 20__ , by (name of document signer)

Witness my hand and official seal.

(signature)

(seal)

Copy Certification

State of Utah)
 §
County of)

On this day of (date), in the year 20__ , I certify that the preceding or attached document, is a true, exact, complete and unaltered photocopy made by me of (description of document) presented to me by the document's custodian, (name of document custodian), and that, to the best of my knowledge, the photocopied document is neither a public record nor a publicly recorded document, certified copies of which are available from an official source other than a notary.

Witness my hand and official seal.

(signature)

(seal)