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# **Notary Public Reference Manual**

### I. Preface

This document is a guide for Notaries Public of [Your Company Name]. It details the legal, practical, and ethical responsibilities tasked upon notaries by [Your Jurisdiction/Authority]. This manual is to be used by [YOUR NAME], and all other notaries in their daily duties, encapsulating the ethos, operating standards, and best practices of our institution.

#### **II. Definition of Duties**

A notary's main duties include the attestation and certification of documents and transactions. Specific duties are as follows:

- · Attesting to the trueness of copies of documents.
- Certifying the occurrences of specific transactions.
- Ensuring the identity, legal authority, and capacity of signatories.

# III. Operating Standards

Notaries in [Your Company Name] must adhere strictly to the following principles:

- Impartiality
- Integrity
- Confidentiality
- Expertise

#### IV. Procedures & Documentation

In providing notarial services, notaries must:

- Obtain and keep secure records of the identities of all parties to the instrument.
- 7 Ensure all documents are completed and signed correctly

# **Reference Manual For The Office**

Jo Ann Lee, Marilyn L. Satterwhite

#### **Reference Manual For The Office:**

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