

NOTARY PUBLIC REFERENCE MANUAL

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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:

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

Reference Manual For The Office

Peipei Pang



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