

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

Clifford R. House, Kathie S. Sigler



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