

STEPS TO PROPER NOTARIZATION AND COMMON MISTAKES TO AVOID

STEPS TO PROPER NOTARIZATION:

- 1) Require personal appearance.
- 2) Review the document (question blank spaces, reject white out).
- 3) Correct mistakes only by lining through and initialing.
- 4) Complete the notarial certificate (jurat, certified copy, acknowledgment,), fill in all blank spaces.
- 5) Affix Notary seal and sign name exactly as it appears on the seal.

COMMON MISTAKES TO AVOID:

- 1) Missing venue: State of Utah)
County of _____)
 - 2) Whiteout was used on the document.
 - 3) Dates on the document conflict.
 - 4) The notary has left spaces blank on the notarial certificate.
 - 5) Incorrect notarial language.
 - 6) No notarial certificate.
 - 7) Notary seal impression is not legible.
 - 8) Notary did not sign document exactly as name appears on notary seal.
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