NOTARY

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GENERAL INFORMATION

Qualifications

n applicant must be
dent means a person
Alaska and is in fact
to obtain a notary commission in Alaska, ca
19 years of age and a resident of Alaska. Resi
maintains a permanent place of abode i
living in Alaska

OLFEE COMMISS

Once the applicant has completed the bond form and educational

suggested that a rubber stamp be purchased for convenience, it is
this information. which contains

valuable evidence. It can both protect the rights of citizens and help notaries defend themselves against false accusations.

Designation of Commission

er wish to serve as a notary public ... If for any reason you no long

a letter of ... please return your commission certificate, and a

overnor's office. A reason for the ... resignation to the Lieutenant G

ut an effective date of resignation is ... termination is not necessary, bu

appreciated ... appreciated.

es as Notaries ... State Employe

Alaska Statute 44.50.170 states, "The Lieutenant Governor may

blic of the ... appoint and commission state employees as notaries pub

state to act for and on behalf of a department of the state

APPLICATION DIRECTIONS

wal box

1) Check new commission or renew

NOTARY BOND
State of Alaska

Test Scores _____

1 New Commission ☐

FOR OFFICAL USE ONLY

Case Number _____

STATE OF ALASKA

13 Judicial District

otary? _____ What is a no

An official appointed by the state to serve the public as an

notary seal must be affixed to every notarized document, even

on absentee ballots.

way it appears on the

Must I sign my name exactly the

certificate?

is incomplete without

You should not. A notarization i

ocument.

Notarial Wording: It is not the notary's role or obligation to

decide what type of notarial act is needed for a given do

decision. The signer should be asked to find out

This is a legal

certificate is appropriate. This information may be

what kind of

what kind of certificate is appropriate. This information

A notarization may be challenged in court and be consid
and void if it is determined that a notary did not require

May I charge for notarizing a document? If so, how much?

What is a credible witness?

What forms of identification should I req

best form of identification to use is one which includes a photograph, signature and ideally a physical description. A valid driver's license is the best source of identification. Alaska Stat requires persons appearing before a notary to produce identification.

If you suspect a person is being forced to sign a document, you should refuse to notarize the document. If you fear violence, you might notarize and then contact the police.

How can I screen for competency?

The constituent should be able to communicate with you in som fashion and have the ability to indicate a basic understanding o

available expert, such as the

However, your common sense

the notarization should not be performed.

t notarized documents?

cause recorders to reject

a) Missing or illegible seal impressi

a foreign language?

ent to a consulate if one is available.

a) Refer constitu

b) Locate a bil

document. Having a translator's declaration attached is recommended.

May I notarize documents from other states?

other states may be notarized by you

Documents that originate in

On the notary certificate, you must

as long as you are in Alaska

ion in which the notarization took place.

identify the jurisdict

No, a notary does not have authority to prepare legal documents.

N

d have

All documents presented to a notary for notarization shoul

What is the difference between a jurat and an

465-5400; Phone 465-3509 Fax 4

ecognizing the **Acknowledgment** - The act of admitting or [illegible]

existence of an agreement by stating as evidence of one's intention [illegible]

documents sent between nations. (Full name is, "Hague Convention

[redacted]

[redacted]

utral,' argument or discussion. Not an advocate. One who is neu unprejudiced or unbiased.

d the on in rate.

Jurat - Notarial act in which a notary certifies having watched signing of a document and administered an oath or affirmatio which the signer declares the document to be truthful and accu

ace or

L.S. - Abbreviation for the Latin term locus sigilli meaning "pl the seal", sometimes appearing on notarial certificates.

den or

[redacted]

used by the Notary's "protecting the Notary cannot

indemnify anyone who suffers damages ca improper performance of notarial acts,

[redacted]

judgment usually in executing a notarization

Oath. A solemn pledge or promise containing reference to [illegible]
eing. (A person who intentionally makes false statements [illegible] supreme b

Power of Attorney. Document empowering an attorney-in-fact to [illegible]
sign or act for a principal; authorization to sign or act for a principal
as attorney-in-fact.

SAMPLE FORMS

Individual Acknowledgment

[redacted]

therein contained.

[redacted]

[redacted]

Jurat

State of

Judicial District _____ .SS

_____ day of _____ Subscribed and sworn to before me this

in the year _____.

_____

Notary Public (Signature)

_____

(Notary's printed name)

My commission expires

y's name), a notary public of the

_____(affiant's

ation in due form of law that the

the_____(name of

hand and notarial seal.

_____

before me,_____(notary

State of Alaska, personally appeared

name) and made his/her oath/affirm

matters and facts set forth in

document) are true.

As witness my

_____

My commission expires

State of _____

_____, hereby swear (or affirm) that the attached

I, _____

(Name of custodi

ay of original document) _____

duction of

repro

ription of original document with number of pages)

(descr

_____

ns Witness Acknowledgment

Subscribi

State of

DISTRICT COURT AND OFFICE OF

DRESSES THE GOVERNOR ADDR

701 Sitka, AK 99835 Fairbanks, AK 99

Clerk of court **Anchorage**

Office of the Governor
675 7th Avenue, Station H
Fairbanks, AK 99701

Juneau

Second District

Clerk of Court
PO Box 1100
Nome, AK 99762-1100

NOTARIO PÚBLICO

[illegible] handwriting, and the notary shall endorse after the [illegible] notary's own handwriting, and the notary shall endorse a[illegible]
[illegible] the notary's commission [illegible] the date of expiration of th[illegible]
[illegible] the date of expiration of the notary's commission. signatur[illegible]

[illegible] 59.070. Presence and identification required. A notary [illegible] See 44[illegible]

[illegible] 44-50-100. Bond. Every person appointed a notary public un[illegible]
[illegible] an official bond of $1,000 approved by [illegible] July 1, 1961, shall execute

other supplies required in connection with the appointment

Alaska Statute
Title 9, Chapter 63

Sec. 09.63.010. Oath, affirmation, and acknowledgment in the state.

by the sworn statement, declaration, established, or proven

[redacted]

Subscribed and sworn to (or affirmed) before me at _____
(City)

on _____.
(date)

_____
Signature of Officer

_____
Title of Officer

(C) If the document is sworn to or affirmed before a notary public or

ay be in substantially

(c) A verification made under this section ma

n:

the following form

says on oath or affirms that he (or she) has read

[redacted]

[redacted] ned forces to perform notarial acts if the notarial act is [redacted] arm

[redacted]

[redacted] notarial act is performed by a person described in [redacted] (a) If the

[redacted] AS 09.63.050(1)-(4) other than a person authorized to perform [redacted]

[redacted] acts by the laws or regulations of a foreign country, the [redacted] notarial

[redacted] ure, rank or title and, if appropriate, the serial number of the [redacted] signat

[redacted]

[redacted] country resident in the United [redacted] the country in which the [redacted]

[redacted] ing that office is authorized to [redacted] consular officer of the foreign co[redacted]

[redacted] States certifies that a person hold[redacted]

[redacted] perform the act;

[redacted] performing the notarial act is [redacted] (2) the official seal of the person [redacted]

[redacted] the document; or [redacted] affixed to [redacted]

[redacted] the title and indication of authority to perform notarial acts of a [redacted] (3) [redacted]

[redacted]

[redacted] If the notarial act is performed by a person other than a person [redacted] (c) [redacted]

Sec. 09.63.070. Certificate of person taking acknowledgment

cognition of certificate of acknowledgment

Sec. 09.63.080. Re

ate of acknowledgment used by a person

The form of a certifi

required under AS 09.63.010 or 09.63.050

whose authority is recognized under use

by the laws or

shall be accepted in the state if

(1) the certificate is in a form prescribed

regulations of the state;

escribed by the laws or

(2) the certificate is in a form pr

ce in which the acknowledgment

regulations applicable in the pla

the instrument as the act of the [illegible] proper authority and executed
tated in it: [illegible] partnership for the purposes st

in fact, [illegible]
y proper
it;
d

(iv) a person acknowledging as a principal by an attorney i
acknowledged that the person executed the instrument by
authority as the act of the principal for the purposes stated in
(v) a person acknowledging as a public officer, trustee,
administrator, guardian, or other representative, acknowledge

d the instrument in the capacity and for the [illegible] that the person signe
and [illegible] purposes stated in it;
owledgment either knew or had [illegible] (2) the person taking the acknow
knowledgment is the person [illegible] satisfactory evidence that the person ac
ument or certificate. (Sec. 1 ch 97 SLA 1981) [illegible] named in the inst

Sec. 09.63.100. Forms of acknowledgment.

ion may [illegible] (a) The forms of acknowledgment set out in this subsec
pective purposes under a [illegible] be used and are sufficient for their resp

[illegible]

SIGNATURE OF PERSON TAKING ACKNOWLEDGMENT

Title or Rank

Serial Number, if any

(2) For a corporation:

State of _____

[illegible] Judicial District (or County of [illegible])

[redacted]

NOTARY BOND

FOR OFFICAL USE ONLY

STATE OF ALASKA

_____ Judicial District

TED UNLESS SURETY IS COMMERCIAL BONDING COMPANY

THIS SECTION MUST BE COMPLE

h) state law and regulation.

d) personal convenience.

3. Alaskan notaries are commissioned by

c) the state and have nation-wide jurisdiction.

d) the lieutenant governor's office and have state-wide jurisdiction.

c) must be given over the phone.

8. **Keeping a journal of notarial acts is**

a) not necessary.

b) required by Alaskan Statute.

c) not required by Alaskan Statute, but highly recommended.

d) none of the above.

9. **When completing a notarial act, an Alaskan notary may use**

a) guarantees the truth of statements in a document.

b) provide

Email Address

Email Address

Exp. Date: Credit Card #: Exp. Date

* Signature

* Name on Card:

* Billing Address:

Billing Address:

- * City: State: Zip Code:

Alaska Notary Public

Name & Address Change Request

Notary Administrator

(907) 465-5400 fax

Date:_____

_____