

# Some Things a Notary Should Know

1. The expiration date must be written or typed on the form notarized. The fact that the stamp has the expiration date doesn't matter. There is case law on this.
2. There should be no conflict of interest. You can't notarize for blood or marital relatives.
3. In your notary journal, you must list the specific documents notarized. You can't say "loan docs".
4. A passport is proper ID only on real estate transactions – by statute.
5. A foreign passport is not acceptable ID unless it is accompanied by an unexpired Visa.
6. The authority of the signer must be included. You can't say "John Smith" if the signer is "John Smith for XYZ Company, as its Vice President".
7. Your notary journal must be retained by you for five years after the date of the last notary listed in it.
8. Items to remember:
  - a. Destroy your expired stamp.
  - b. While doing a signing, never leave the room with your stamp unattended.



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