



TOP 5 Notary Errors to Avoid

Below are the most common errors that result in an invalid notarization

1 Not Printing or Signing Your Name EXACTLY as Commissioned

i.e. printing "Mary Smith" when commissioned as "Mary K. Smith"

You must print and sign your name as it is listed in your notary registration application 

2 Writing the Incorrect Counties in the Incorrect Places

i.e. writing your County of Commission in the "Acting County" space

Write the correct and accurate county in the appropriate place. The "Acting in" county should be the county where the notarization is occurring. 

3 Omitting the Date of Signing in the Notary Bloc

i.e. The applicant's dates the document, but notary does not

In the notary bloc, the notary must include the date they witness the document being signed 

4 Omitting Required Notary Information

i.e. not providing a notary signature, or a "Sign and sworn" county

Ensure all required elements are reproducible upon photocopy. Handwrite elements, use a stamp, or use a stamp plus an embosser. 

5 Making Attestation Statements

e.g. stating a document is a true copy or detailing personal signor information

Do not make attestation statements as it renders the notarization invalid. 

Notaries should ensure their commission is current prior to completing any notarizations. Check your information at:

Michigan.gov/NotarySearch