



STATE OF MICHIGAN
OFFICE OF THE GREAT SEAL
LANSING

Acknowledgements

An acknowledgment confirms the identity of the signer who acknowledges that they have signed the record. An acknowledgment does not require that a record be signed in the Notary's presence.

In executing an acknowledgement, a Notary guarantees that the signer:

- personally appeared before the Notary
- was positively identified using personal knowledge or satisfactory evidence

The acknowledgment notarization is not part of the document and it does not affect its validity. Typically, they are executed on deeds and other documents that will be publicly recorded by a county official.



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✓ **Notaries cannot:**

- Notarize a document without witnessing a signature.
- Make a true copy statement.
- Make a certification statement regarding a person, business, or document. Examples: Stating a person is alive. Stating a business is incorporated under the laws of a particular state. State the qualifications of a person.
- Cannot include the term Notario Publico/ Notaria Publica in their notarization or be referred to as Notario Publico/ Notaria Publica within the document.
- Be stated in the beginning of the document and state the whole document.
- Witness the signature of a family member.
- Notarize a document in which the notary has a financial interest in.
- Cannot charge over \$10.00 for their notarization. They may charge extra for travel, but this must be agreed upon before the notarization.
- Notary cannot charge a fee to make a correction to their notarization.
- If using Electronic or Remote notarization, notary cannot charge a travel or convenience fee.
- Notaries elements, either written, stamped, or embossed cannot make any portion of the document illegible.
- Cannot notary stamp or notary emboss pages to show a page belongs within the document. Every stamp or embossing is considered a notarization and requires witnessing a signature and having all the elements of a proper notarization.



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Examples

Acknowledgement

Acknowledged by _____ before me on the _____ day of

_____, _____

Signature _____

Printed name _____

Notary public, State of Michigan, County of _____

My commission expires _____

Acting in the County of _____ (Included when performing a notarial act outside of the Notary's county of commission)



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INDIVIDUAL ACKNOWLEDGMENT



State/Commonwealth of _____ }
County of _____ } ss.

On this the _____ day of _____, _____, before me,
Day Month Year

_____, the undersigned Notary Public,
Name of Notary Public

personally appeared _____
Name(s) of Signer(s)

- personally known to me – **OR** –
- proved to me on the basis of satisfactory evidence

to be the person(s) whose name(s) is/are subscribed to the within instrument, and acknowledged to me that he/she/they executed the same for the purposes therein stated.

WITNESS my hand and official seal.

Signature of Notary Public

*Any Other Required Information
(Printed Name of Notary, Expiration Date, etc.)*

Place Notary Seal/Stamp Above