



STATE OF MICHIGAN
OFFICE OF THE GREAT SEAL
LANSING

A proper notarization should include:

- Notary printed name
- Notary signature
- Date of notarization
- Commission Expiration date
- County of commission
- Acting in the county of _____ (if different than county of commission)

Additionally:

- All Elements must be reproducible, an Embosser along is not acceptable.
- If using a stamp, again all elements must be legible.
- The use of the stamp or embosser cannot make any part of the document illegible.
- If a correction needs to be made to a notarization, the only person who should make the correction is the original notary and the notary should initial any change.
- The notarization of documents in a foreign language must be in English.
- Documents in a foreign language must have a notarized English translation.
- The whole notarization block must be on the same page.



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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.
- A Notary cannot perform a notarial act for a direct lineal ancestor or family member as listed below.
 - Spouse
 - Grand and Great Grand Parents
 - Parents
 - Children
 - Grand and Great Grandchildren
 - Stepchildren
 - Siblings
 - Half Siblings
 - In-Laws (current)

Note: A Notary public may perform notarizations for Aunts, Uncles, Cousins, former spouses and former in-law

- Notarize a document in which the notary has a financial interest in.



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- 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.