



STATE OF MICHIGAN  
OFFICE OF THE GREAT SEAL  
LANSING

## Instructions to Authenticate Power of Attorney Documents

### Helpful Tips

- ✓ The notary should not be listed in the beginning of the document and stating the whole document.
- ✓ Notario Publico/ Notaria Publica should not be used regarding the Michigan notary or in the Michigan notary's notarization.
- ✓ If the document is in a foreign language, a notarized English translation is required.
- ✓ 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.
- ✓ Notarial block cannot contain information concerning the person signing the document (address, date of birth, etc.)



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✓ **Make sure the notarization is correct.**

✓ **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 alone is not acceptable.
- If using a stamp, all elements must be legible and reproducible.
- 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.
- Notary must have an English version of their notarization.
- The entire 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” in their notarization or be referred to as “Notario Publico” 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

### Example of an incorrect Power of Attorney

Notary is writing entire document

#### PODER

En la ciudad de Traverse City, Michigan, Estados Unidos de América, el 6 de junio de 2021, ante mí, [REDACTED], Notario Público en y para dicho Estado, actuando en dicha Ciudad, compareció personalmente MR. [REDACTED], quien hizo constar que es PRESIDENTE de [REDACTED], INC., (la "Compañía"), una sociedad debidamente constituida y válidamente existente de conformidad con las leyes del Estado de Michigan, Estados Unidos de América. Asimismo, hizo constar que está debida y legalmente autorizado para otorgar en nombre y representación de la Compañía, a través de este acto y en favor de [REDACTED], los poderes y facultades que se listan a continuación:

#### POWER-OF-ATTORNEY

In the city of Traverse City, Michigan, United States of America, on JUNE 6, 2021, before me, [REDACTED], Notary Public in and for said State, acting in such City, personally appeared MR. [REDACTED], who stated that he is the PRESIDENT of [REDACTED], INC., (the "Company") a company duly organized and validly existing in accordance with the laws of the State of Michigan, United States of America. Additionally, he stated that he is duly and legally authorized to grant, in the name and on behalf of the Company, through this act, and in favor of [REDACTED], the following powers-of-attorney and authorities: