

NY Notary Certificate Checklist

1. Venue (Location)

- Must state State of New York
- Must state the County where the notarization takes place

2. Date

The exact date the notarization is performed

3. Name of Signer(s)

The name(s) of the person(s) appearing before the notary must be included in the certificate

4. Statement of Notarial Act

For Acknowledgment: wording must show the signer personally appeared, was identified, and acknowledged signing voluntarily

For Jurat: wording must show the signer personally appeared, was identified, and swore/affirmed to the truth of the document

5. Notary's Signature

Must match the name on the notary's commission

6. Notary Stamp/Seal

Required- must include:

- Notary's name (as commissioned)
- "Notary Public, State of New York"
- County of qualification
- Commission expiration date

Quick Tip: If any of these elements are missing, the certificate is defective and the notarization could be rejected.