



STATE OF NEW MEXICO

MAGGIE TOULOUSE OLIVER

SECRETARY OF STATE

New Mexico Notary Public Handbook

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[Notary Public Act](#) 14-12A-1 to 14-12A-26 NMSA 1978.

[Secretary of State website](#)

[Notary Forms](#)

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Requirements to become a Notary Public 14-12A-3 NMSA 1978

The applicant must:

- be a resident of New Mexico;
- be at least eighteen years of age;
- be able to read and write the English language;
- not have plead guilty or nolo contendere to a felony or been convicted of a felony; and
- not have had a Notary Public commission revoked during the past five years

Steps to Becoming a Notary Public 14-12A-18 NMSA 1978

- First purchase a seal embosser or rubber stamp from an office supply store.
 - An embosser is made of heavy metal and makes an impression on the paper. It should contain the applicant's name as it shall be reflected on the application and bond and the words "Notary Public -State of New Mexico."
 - A rubber stamp must contain the official seal, printed name of the notary public, "Notary Public-State of New Mexico", and "My commission expires:_____"



OFFICIAL SEAL
Name of Notary Public (**PRINTED**)
NOTARY PUBLIC-STATE OF NEW MEXICO

My commission expires:_____

- Round rubber stamps are NOT acceptable.
- Rubber stamps cannot contain a signature line or the expiration date printed.
- Each Notary Public is required to obtain a ten thousand dollar (\$10,000) surety bond which can be purchased from an insurance company. Each surety bond must contain:
 - the applicant's signature as the principal applicant and their signature must be notarized by a current New Mexico Notary Public under the section 'Acknowledgment of Principal (Applicant)'. **The applicant should never notarize their own signature, even if their commission is currently active.**
 - an official of the insurance company must sign and provide their title. Their signature must also be notarized under the section 'Acknowledgment for Insurance Company'.
 - the insurance company's corporate seal must appear on the surety bond
 - a power of attorney from the insurance company, with the name of the company official who signed the surety bond, must accompany the application and surety bond.

Applying with the Office of the Secretary of State 14-12A-4 NMSA 1978

- There is a \$20.00 filing fee for the notary application which will need to be included via check, money order, or operating transfer payable to New Mexico Secretary of State or NMSOS.
- The Notary Application can be downloaded at: <https://www.sos.state.nm.us/notary-and-apostille/notary-commissions/notary-forms/>
- The notary application must be filled completely to include:
 - The applicant name, which must be an exact match, including initials, if used, on the application, bond, and stamp or seal.
 - The applicant's New Mexico mailing address, where the certificate will be sent.
 - The applicant's New Mexico business address, which may be the same as mailing address. This is often the applicant's place of employment.
 - The applicant's home phone and business phone where they can be contacted.
 - The applicant's seal or stamp must be affixed in the box provided. Ensure that the impression is completely legible and in the correct spot.
 - The applicant must sign the "Oath of Office" section in front of a New Mexico Notary. The notary must then sign, provide their expiration date, and impress their own seal or stamp in the indicated area. **The applicant should never notarize their own signature, even if their commission is currently active.**
 - Two New Mexico residents must attest to your good moral character by providing their signatures and addresses in the designated area.
 - A renewal application is the same as the initial application. If you are submitting a renewal, you will need to provide your current commission number and expiration date. These will both be listed on your Notary Certificate, not your bond.
 - Renewals can be submitted as soon as 1 month prior to the expiration date. If the renewal is received after the expiration date it will still be processed as a renewal and you will keep the same commission number, but will be issued a new expiration date.
 - All signatures and seals must be original, we do not accept photocopies. We also will not accept an altered application with traced over signatures or whiteout.

Mail the completed application, completed surety bond, power of attorney from the insurance company, and the filing fee of \$20 to:

New Mexico Secretary of State

325 Don Gaspar, Suite 300

Santa Fe, NM 87501

Appointment and Reappointment 14-12A-5 to 14-12A-6 NMSA 1978

- If the application is accepted, the Governor will appoint the applicant as a Notary Public for a term of four (4) years. The applicant will receive a Notary Certificate from this office containing your commission number and term expiration date.
- A Notary Public may be reappointed every four years thereafter by submitting an application for renewal as indicated in the previous section. Each Notary Public is sent a notice of their term's expiration by the Secretary of State one month before their commission expiration date.

Rights and Responsibilities of a Notary Public 14-12A-7 NMSA 1978

- **Notarial Acts** - A Notary Public is empowered to perform the following notarial acts:
 - Acknowledgments. "Acknowledgment" means a notarial act in which a person at a single time and place:
 - appears in person before the notary public and presents a document;
 - is personally known to the notary public or identified by the notary through satisfactory evidence; and
 - indicates to the notary public that the signature on the document was voluntarily affixed by the person for the purposes stated within the document and, if applicable, that the person had due authority to sign in a particular representative capacity.
 - Administer oaths and affirmations. "Oath" or "Affirmation" means a notarial act in which a person at a single time and place:
 - appears in person before the notary public;
 - is personally known to the notary public or identified by the notary public through satisfactory evidence; and
 - makes a vow of truthfulness or fidelity on penalty of perjury, based on personal honor and without invoking a deity or using any form of the word "swear."
 - Jurats. "Jurat" means a notarial act in which a person at a single time and place:
 - appears in person before the notary public and presents a document;
 - is personally known to the notary public or identified by the notary public through satisfactory evidence;
 - signs the document in the presence of the notary public; and
 - takes an oath or affirmation from the notary public that the person is voluntarily affixing his signature and vouching for the truthfulness or accuracy of the signed document;

- Copy certifications. “Copy certification” means a notarial act in which a notary public:
 - is presented with an original document that is neither a vital record, a public record nor publicly recordable;
 - copies or supervises the copying of the original document using a photographic or electronic copying process;
 - compares the original document to the copy; and
 - determines that the copy is accurate and complete.

- **Notary Information Changes** 14-12A-20 to 14-12A-21 NMSA 1978
 - You must notify the Secretary of State, within 10 days, any time there is a change to your Name, address, your official stamp or surety bond.
 - We do provide a name change application which will need to be mailed into the office with an impression of your new seal/stamp, a rider from your insurance company verifying the name change, and a check, money order, or operating transfer in the amount of \$3.00 made payable to New Mexico Secretary of State or NMSOS. This application can be found at: <https://www.sos.state.nm.us/notary-and-apostille/notary-commissions/notary-forms/>
 - Address change, official stamp change or bond change may be made via notice containing the notary’s information, what has changed information, and must be signed by the notary. If the official stamp has changed you will need to provide an impression of the new seal/stamp. If the bond has changed you will need to provide the new original surety bond completed in its entirety.
 - A Notary commission is the property of the Notary Public. Even if provided by your employer and you are separated from employment, the commission should not be surrendered to the employer. However, you will likely require a new bond from an insurance company. You will need to notify the Office of the Secretary of State of the change in address, phone number, and bond within 10 days of the change.
 - If you misplace your notary certificate you may request a duplicate by mailing in the application for duplicate certificate and a check, money order, or operating transfer in the amount of \$3.00 made payable to New Mexico Secretary of State or NMSOS. This application can be found at: <https://www.sos.state.nm.us/notary-and-apostille/notary-commissions/notary-forms/>
 - The Office of the Secretary of State must be notified within 10 days after the seal or stamp of a notary is stolen or lost including a copy of any pertinent police report if applicable. This also applies if the seal/stamp is damaged or otherwise rendered incapable of affixing a legible impression or image. Along with the notice to this office you must include an impression of your new/ replacement seal/stamp, which must contain your name as currently commissioned.

- **Fees (14-12A-16 NMSA 1978)**- Although not required, a notary public may charge up to the maximum fee specified in this section.
 - A notary public shall not discriminate by conditioning the fee for a notarial act on the attributes of the principal.
 - An employer shall not establish fees for notarial services that are in excess of those specified in this section nor on the attributes of the principal as delineated.
 - The maximum fees that may be charged by a notary public for notarial acts are:
 - for acknowledgments, \$5 per acknowledgment;
 - for oaths or affirmations without a signature, \$5 per person;
 - for jurats, \$5 per jurat; and
 - for copy certifications, \$.50 per page with a minimum total charge of \$5.
 - A notary may charge a travel fee not to exceed \$.30 per mile when traveling to perform a notarial act if:
 - the notary public and the person requesting the notarial act agree upon the travel fee in advance of the travel; and
 - the notary public explains to the person requesting the notarial act that the travel fee is separate from the notarial act fees listed in this section and not mandated by law.

Appropriate Notary Actions and Best Practices 14-12A-7 NMSA 1978

- Read and become familiar with the Notary Public Act 14-12A-1 to 14-12A-26 NMSA 1978. The statute can be found at: [NMOneSource](#)
- Although not required by law, it is suggested to keep a log of every notarization you provide. You can purchase a log book from any office supply store. Most log books contain a section for each notary performed including the name of the individual, ID information, document type, and signature.
- Unless personally known to you, ALWAYS ask for identification. The identification provided should always be satisfactory identification such as a current document issued by a federal, state or tribal government agency bearing the photographic image of the individual's face, a description of the individual and their signature.
- Always ensure that your notarization is part of the document. You never want to notarize a blank page, as that page could be unlawfully added to a signature you did not witness.
- Keep your stamp/seal safe or in your possession. If your seal/stamp stays in your place of business ensure it is in a secure and locked location. Never keep your seal/stamp in a vehicle, leaving it in a vehicle could result in theft of your notary seal/stamp.

- You may refuse to notarize a document that you know or believe to be an unlawful transaction. You may refuse to notarize the signature of a person who shows unwillingness or doubt about the consequences of the transaction. However, you cannot influence the individual's decision regarding the use of the document.
- A notary public may certify the affixation of a signature by mark on a document presented for notarization if:
 - the mark is affixed in the presence of the notary public and of two credible witnesses unaffected by the document; "Credible witness" means an honest, reliable and impartial person who personally knows the person appearing before a notary and takes an oath or affirmation from the notary to vouch for that person's identity.
 - both witnesses sign their own name beside the mark;
 - the notary public writes below the mark: "Mark affixed by (name of signer by mark) in presence of (names of witnesses) and undersigned notary public pursuant to subsection C of (14-12A-7) of the Notary Public Act"; and
 - the notary public notarizes the signature by mark through an acknowledgment or jurat.
- A notary public may sign the name of a person physically unable to sign or make a mark on a document presented for notarization if:
 - the person directs the notary public to do so in the presence of two credible witnesses unaffected by the document;
 - the notary public signs the person's name in the presence of the person and the witnesses;
 - both witnesses sign their own names beside the signature;
 - the notary writes below the signature: "Signature affixed by notary public in the presence of (names and addresses of person and two witnesses) pursuant to subsection D of (14-12A-7) of the Notary Public Act"; and 5. the notary public notarizes the signature through an acknowledgment or jurat.

Inappropriate Notary Actions 14-12A-8 and 14-12A-10 to 14-12A-15 NMSA 1978

- You should never place your stamp/seal on a document without notarial language, your signature, and commission expiration date. Placing only your stamp on a document does not make it notarized or official in any manner. A notary is only considered official if it is done properly with the appropriate notarial language, the signature of the notary, the notary seal/stamp and the notary commission expiration date.
- You may not refuse to notarize a document based on protected classes. A notary public shall not refuse to perform a notarial act based on the principal's race, age, gender, sexual orientation, religion, national origin, health or disability or status as a non-client or non-customer of the notary public or the notary public's employer.

- You should never notarize when your commission is expired. Even if you have sent in a renewal, if you have not confirmed that the renewal was processed and do not know your new expiration date you should not be notarizing with an assumed date. A person exercising the duties of a Notary Public with the knowledge that their commission has expired or that they are otherwise disqualified from serving as a Notary Public is guilty of a misdemeanor and, upon conviction, shall be punished by imposition of a fine of \$500 and removed from office by the governor. (14-12A-25)
- You may only notarize with the seal/stamp you are currently commissioned under. You cannot be commissioned with more than one seal/stamp. If you wish to switch from one to the other you will need to notify the Office of the Secretary of State within 10 days of the change.
- Unauthorized practice of law:
 - If notarial certificate wording is not provided or indicated for a document, a non-attorney notary shall not determine the type of notarial act or certificate to be used;
 - A non-attorney notary shall not assist another person in drafting, completing, selecting or understanding a document or transaction requiring a notarial act;
 - This section does not preclude a notary who is duly qualified, trained or experienced in a particular industry or professional field from selecting, drafting, completing or advising on a document or certificate related to a matter within that industry or field;
 - A notary public shall not claim to have powers, qualifications, rights or privileges that the office of notary public does not provide, including the power to counsel on immigration matters;
 - A notary public shall not use the term “notario publico” or any equivalent non-English term in any business card, advertisement, notice or sign.
- A Notary who authenticates a document containing statements he knows to be false, or notarizes or acknowledges documents when the parties executing them have not appeared in person before him may be charged with a misdemeanor and, if convicted, may be punished by imposition of a fine of not more than \$1000, or imprisonment for not more than six months, or both. (14-12A-11)
- It is unlawful for any Notary Public to take the acknowledgment of an instrument by or to a bank or other corporation of which the Notary is a stockholder, director, officer or employee, where such Notary is a party to such instrument, either individually or as a representative of such corporation. It is also unlawful for a Notary to protest any negotiable instrument owned or held for collection by a corporation of which the Notary is a stockholder, director, officer, or employee, where such Notary is individually a party to the instrument.
- As a commissioned Notary Public by the Governor of the State of New Mexico, you may only notarize documents within the State of New Mexico.
- A notary public shall neither certify nor authenticate a photograph.

Resigning a Notary Commission 14-12A-23 NMSA 1978

- You must notify the Office of the Secretary of State that you are resigning your notary commission and must deface or destroy your official seal or stamp if the following occur:
 - You are no longer a resident of New Mexico;
 - You are unable to perform notarial duties;
 - Upon the death of a Notary - a personal representative should notify the Secretary of State and will be responsible for destroying or defacing the official seal or stamp.

Suspension or Removal from Office 14-12A-25 to 14-12A-26 NMSA 1978

- **Suspension** - If a notary bond has been exhausted by claims paid out by the surety, the governor shall suspend the notary's commission until:
 - a new bond in the amount of \$10,000 is obtained by the notary; and
 - the notary's fitness to serve the remainder of the commission is determined by the governor.
 - In the event of a suspension of a notary public's commission by the governor, the notary shall not perform any notarial acts until the requirements of this section have been fulfilled and the governor removes the notary public's suspension.
- **Removal from Office**- A Notary Public may be removed from office by the Governor if they:
 - submit an application for appointment as a Notary Public which contains a false statement;
 - is or has pleaded guilty or nolo contendere to a felony or been convicted of a felony or a misdemeanor arising out of a notarial act performed by them;
 - engages in the unauthorized practice of law;
 - ceases to be a New Mexico resident; or
 - commits a malfeasance in office.

Apostilles and Certification of Appointment

- An **Apostille** is required for documents that are being sent to a foreign country that is a party to the Hague Convention of 1961. A listing of these countries can be found at <https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41>.
- A **Certificate of Appointment** is an authentication used for documents that are being sent to a foreign country that is not part of the Hague Convention.
- Both an Apostille and Certificate of Appointment verify:
 - that the person who notarized the document was appointed to a notary public commission in New Mexico at the time of the notarization; or
 - that the person who certified a document issued by a government agency was an appointed or elected official in New Mexico at the time of the certification. Examples of these documents include birth certificates, death certificates, marriage licenses, divorce decrees, and court documents.
- Apostilles and Certificates of Appointment are attached to the original documents using an eyelet. This eyelet physically cannot be removed and you will likely not receive these documents back from the foreign country. If you attempt to remove the eyelet it will tear your document and will make the authentication invalid.
- The Office of the Secretary of State is the only office in New Mexico authorized to issue a Certificate of Appointment or Apostille for a notarized document or government issued document going to a foreign country.
- The statutory fee for a certification of appointment or an apostille is \$3.00 per document. Checks and money orders should be made payable to New Mexico Secretary of State or NMSOS.
- You may request an apostille or certification in person or by mail. Requests are processed daily by the Business Services Division Monday - Friday 8:00am - 4:30pm.
- Mailed in requests can be sent to 325 Don Gaspar - Suite 300, Santa Fe, New Mexico 87501.
- Please include the authentication request, which can be downloaded at <https://www.sos.state.nm.us/notary-and-apostille/apostille-and-certifications/>, with your original documents when submitted.
- **If your documents are being returned to a foreign country you must enclose a complete pre-paid, pre-addressed international air bill and international envelope.**
- Please call our office at 1-800-477-3632 if you have further questions regarding these types of authentications.



STATE OF NEW MEXICO

MAGGIE TOULOUSE OLIVER

SECRETARY OF STATE

APOSTILLE

(Convention de La Haye du 5 octobre 1961)

1. Country: United States of America
 2. This public document has been signed by PUBLIC OFFICIAL
 3. acting in the capacity of State Registrar, State of New Mexico
 4. bears the seal/stamp of PUBLIC OFFICIAL
State of New Mexico
- Certified
5. at Santa Fe, New Mexico
 6. the DAY OF MONTH, YEAR
 7. by the Secretary of State, State of New Mexico
 8. No. NUMBER
 9. Seal/Stamp:

Signature:

Maggie Toulouse Oliver

GREAT SEAL OF NEW MEXICO

Maggie Toulouse Oliver
SECRETARY OF STATE

STATE OF NEW MEXICO



OFFICE OF THE SECRETARY OF STATE

NUMBER

NOTARY PUBLIC CERTIFICATION

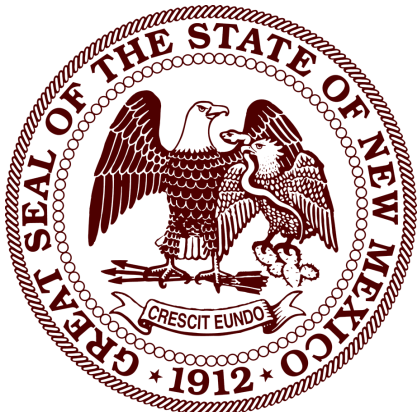
I, MAGGIE TOULOUSE OLIVER, SECRETARY OF STATE FOR NEW MEXICO, DO HEREBY CERTIFY

that

NOTARY PUBLIC

IS A QUALIFIED NOTARY PUBLIC IN AND FOR THE STATE OF NEW MEXICO, DULY COMMISSIONED ON *DATE*, WITH EXPIRATION DATE OF SAME COMMISSION EFFECTIVE ON *DATE*.

I FURTHER CERTIFY THAT RECORDS PERTAINING TO THE APPOINTMENT OF *NOTARY PUBLIC* AS A NOTARY PUBLIC IN THE STATE OF NEW MEXICO, ARE IN FACT ON FILE IN MY OFFICE, OFFICE OF THE SECRETARY OF STATE.



GIVEN UNDER MY HAND AND THE GREAT SEAL OF THE STATE OF NEW MEXICO, IN THE CITY OF SANTA FE, THE CAPITAL, ON THIS

— *DAY OF MONTH, YEAR* A.D.

Maggie Toulouse Oliver

SECRETARY OF STATE

Notary Public Complaint Information

On June 2, 2011 Governor Susana Martinez rescinded Executive Order 2004-02 *Errant Notary Public* and issued Executive Order 2011-36 creating a **Notary Compliance and Enforcement Unit** under the authority of the Office of the Governor and the Superintendent of the Regulation and Licensing Department. In accordance with the Executive Order 2011-36 the Secretary of State will continue to act as the ministerial officer for the Governor and will provide notice of any alleged violation of the Notary Public Act by a notary public to the Governor who appoints notaries public and is responsible for their removal pursuant to Section 14-12A-26 NMSA 1978. Upon receipt of alleged notary public violation the Secretary of State will forward the complaint to the newly created **Notary Compliance and Enforcement Unit** for investigation.

Pursuant to Section 14-12A-26 NMSA 1978 the governor may revoke the commission of any notary public who:

- submits an application for appointment as a notary public that contains a false statement;
 - is or has pleaded guilty or nolo contendere to a felony or been convicted of a felony or of a misdemeanor arising out of a notarial act performed by him;
 - engages in the unauthorized practice of law;
 - ceases to be a New Mexico resident; or
 - commits a malfeasance in office.
- A commission may be revoked under the provisions of this section only if action is taken subject to the rights of the notary public to notice, hearing, adjudication and appeal.
 - Resignation or expiration of a commission does not terminate or preclude an investigation into the notary public's conduct by the governor or by the attorney general, a district attorney or any law enforcement agency of this state, who may pursue the investigation to a conclusion, where upon it shall be made a matter of public record whether or not the finding would have been grounds for revocation.
 - In lieu of revocation, the governor may deliver a written official warning to cease misconduct to any notary public whose actions are judged to be official misconduct.

Precautions and Reminders recap

- A notary may not notarize a document that does not have a notarial certificate. A non-attorney notary public shall not determine the type of notarial act or certificate to be used.
- Notaries should not notarize documents on which they are a signer or in which they are named.
- Notaries may notarize documents when acting in a professional capacity such as a professional advisor, counselor, agent or attorney.
- Because of the notary's need to be impartial, he should avoid notarizing for family members or in any other circumstance when his impartiality can be questioned or challenged. A notary cannot notarize his own signature.
- New Mexico notaries may only perform notarizations within the state's borders, and do not have authority to notarize any document outside of the state of New Mexico.
- Notaries must safeguard their seal by keeping it in a secure place when not in use.
- Although it is not required by law it is recommended that a notary public keep a permanently bound journal of his notarial acts.
- Documents which have been changed or altered with correction fluid or correction tape should not be notarized
- A notary must never notarize a signature not signed or acknowledged in the notary's presence. This is the most important rule to protect a notary from legal liability.
- A notary is to serve any person who makes a lawful and reasonable request for a notarization.
- A notary is an impartial witness to a transaction.
- A notarization does not prove the truthfulness of the contents of a document or validate a document and render it legal.
- If a notary has any doubt about the signer's identity, it is best not to notarize that signature.
- A notarization provides verification of a document signer's willingness to sign, his competence to sign, and that the signer is, indeed, the person identified by the signature.
- A signature affixed to a document by a rubber stamp cannot be notarized. Conversely, a notary must perform a notarization by signing his manual signature and not with the use of a rubber stamp of his signature.
- Notaries may NOT make a photocopy of a birth certificate or a death certificate, marriage certificate, nor a publicly recordable document. Birth and death certificates are official state records. Certified copies may be obtained only from the State Registrar of Vital Records at Vital Records & Health Statistics in Santa Fe, New Mexico by calling 505-827-0121 or by visiting their website nmhealth.org.

(14-14-8) Certificates of notarial acts; short forms.

The following short form certificates of notarial acts are sufficient for the purposes indicated, if completed with the information required by Subsection A of Section 7 [14-14-7 NMSA 1978] of the Uniform Law on Notarial Acts:

A. For an acknowledgment in an individual capacity:

State of _____

County of _____

This instrument was acknowledge before me on _____ [date] _____ by _____ [Name(s) of person(s)] _____ .
[Signature of notarial officer]

[Notary Seal]

[Title and Rank]

My Commission Expires: _____

B. For an acknowledgement in a representative capacity:

State of _____

County of _____

This instrument was acknowledge before me on _____ [date] _____ by _____ [Name(s) of person(s)] _____
as _____ [type of authority, e.g., officer, trustee, etc.] of _____ [name of party on behalf of whom instrument was executed].

[Notary Seal]

[Signature of notarial officer]

[Title and Rank]

My Commission Expires: _____

C. For a verification upon oath or affirmation:

State of _____

County of _____

Signed and sworn to (or affirmed) before me on _____ [date] _____ by _____ [Name(s) of person(s) making statement] _____ .
[Signature of notarial officer]

[Notary Seal]

[Title and Rank]

My Commission Expires: _____

D. For witnessing or attesting a signature:

State of _____

County of _____

Signed or attested before me on _____ [date] _____ by _____ [Name(s) of person(s)] _____ .
[Signature of notarial officer]

[Notary Seal]

[Title and Rank]

My Commission Expires: _____

E. For attestation of a copy of a document:

State of _____

County of _____

I certify this is a true and correct copy of a document in the possession of _____ [Name of person] Dated _____ [date on document] .
[Signature of notarial officer]

[Notary Seal]

[Title and Rank]

My Commission Expires: _____

(14-14-8) Certificados de Actas Notariales: formularios breves.

Los formularios breves de actas notariales a continuación bastan para los propósitos indicados si se redactan con la información que exige el Sub-Apartado A del Aparado 7[14-14-7 de las Leyes de Nuevo México Glosadas de 1978] de la Ley Uniforme de Actas Nortariles.

A. Para el reconocimiento de capacidad individual:

Estado de _____

Condado de _____

Este documento fue reconocido ante mi _____ [fecha] por _____ [nombre de la persona o de las personas] .

[Firma del oficial notarial]

[Sello, si existe]

[Título y Cargo]

Mi comisión vence: _____

B. Para un reconocimiento en capacidad de apoderado:

Estado de _____

Condado de _____

Este documento fue reconocido ante mi _____ [fecha] por _____ [nombre de la persona o de las personas] en su capacidad de _____ [tipo de autoridad de las persona, ej., oficial fideicomisario, etc.] nombre de las persona de parte de quien el document fue firmado.

[Firma del oficial notarial]

[Sello, si existe]

[Título y Cargo]

Mi comisión vence: _____

C. Para verificar bajo juramento o afirmación:

Estado de _____

Condado de _____

Firmado bajo juramento (o afirmado) ante mi _____ [fecha] _____ [nombre de la persona o de las personas] que ha declara/n .

[Firma del oficial notarial]

[Sello, si existe]

[Título y Cargo]

Mi comisión vence: _____

D. Para atestiguar o dar fe respect a una firma

Estado de _____

Condado de _____

Firmado o atestguado ante mi _____ [fecha] por _____ [nombre de la persona o de las personas] .

[Firma del oficial notarial]

[Sello, si existe]

[Título y Cargo]

Mi comisión vence: _____

E. Para atestiguar copia de un document:

Estado de _____

Condado de _____

Yo certifico que esta es copia fiel de un documento en la posesión de _____ [nombre de la persona] Fechado _____ [fecha de documento] .

[Firma del oficial notarial]

[Sello, si existe]

[Título y Cargo]

Mi comisión vence: _____