



General Notary Certificate Practice Guide

Acknowledgments, Jurats, Common Requests, and Mobile Appointment Readiness

TRAINING WORKBOOK - NOT A UNIVERSAL LEGAL FORM

Use this workbook to practice recognizing and completing common notarial certificate fields. Exact wording, identification rules, personal-appearance requirements, witness rules, fees, recordkeeping, and certificate use vary by state and transaction.

For an actual notarization, use the certificate already provided when it is lawful and complete, or an official form approved for the notary's commissioning state. A notary should not select a notarial act for a signer or prepare a power of attorney or other legal document.

Educational information only. Notary Base does not provide legal advice and completion of this workbook does not create a state commission, license, or government credential.

1. Acknowledgment and Jurat: The Core Difference

The document title does not determine the notarial act. The certificate wording, the signer's lawful direction, applicable state law, and authorized instructions control. If the certificate is missing or unclear, stop and refer the signer to the document recipient, issuing agency, or an attorney. Do not choose for the signer.

	ACKNOWLEDGMENT	JURAT
Purpose	The signer acknowledges executing the record for its stated purpose.	The signer swears or affirms that the statements in the record are true.
Signature	The document may already be signed if state law and the circumstances permit; the signer still personally appears and acknowledges it.	Generally signed or confirmed in the notary's presence as required by state law.
Oath	No oath or affirmation is normally part of the acknowledgment act.	The notary administers an oath or affirmation and receives an affirmative response.
Common wording	'Acknowledged before me' or comparable state-prescribed wording.	'Signed and sworn to (or affirmed) before me' or comparable state-prescribed wording.

Safe completion sequence

- Confirm the signer personally appears using the method permitted by the commissioning state.
- Identify the signer using satisfactory evidence allowed by state law.
- Look for blank spaces, missing pages, unclear names, or signs of unwillingness or coercion. Follow state law and stop when the act cannot be lawfully completed.
- Read the certificate wording to identify the stated act. Do not let the document title substitute for the certificate.
- Enter the actual venue, date, and signer name for the notarization being performed.
- For a jurat, administer the required oath or affirmation and receive an affirmative response.
- Sign exactly as commissioned, apply the seal as required, and complete commission information or other fields required by the certificate and state law.
- Complete any required journal record and protect the signer's private information.

2. Acknowledgment Practice Certificate

PRACTICE ONLY - DO NOT ATTACH TO A REAL DOCUMENT

Training scenario: Jordan Lee personally appears before you and acknowledges signing a fictional two-page service agreement for its stated purpose. Use a fictional venue and today's practice date. Follow the official wording required by the state selected by your instructor.

ACKNOWLEDGMENT - GENERIC FIELD PRACTICE

State / jurisdiction:

County / venue:

Date of appearance:

Name(s) of signer(s):

The signer(s) personally appeared and acknowledged executing the referenced record. Replace this training sentence with the exact certificate wording authorized for the commissioning state.

Notary signature:

Printed / commissioned

name:

Commission expiration /

ID:

PLACE PRACTICE SEAL IMPRESSION HERE ONLY IF YOUR STATE ALLOWS PRACTICE IMPRESSIONS.
NEVER USE A REAL SEAL FOR A NON-NOTARIAL PURPOSE.

Practice review

- Did the venue describe where the notarization occurred?
- Did the date match the actual practice act?
- Did the signer name match the person who appeared?
- Would the real certificate contain every element required by the commissioning state?

3. Jurat Practice Certificate

PRACTICE ONLY - DO NOT ATTACH TO A REAL DOCUMENT

Training scenario: Avery Morgan personally appears with a fictional affidavit. The certificate calls for an oath or affirmation. The signer completes the signature in your presence and responds affirmatively to the oath or affirmation used by your instructor.

JURAT - GENERIC FIELD PRACTICE

State / jurisdiction:

County / venue:

Date signed and sworn /

affirmed:

Name(s) of signer(s):

The signer(s) signed and swore to or affirmed the referenced record before the notary. Replace this training sentence with the exact jurat wording authorized for the commissioning state.

Notary signature:

Printed / commissioned

name:

Commission expiration /

ID:

PRACTICE SEAL AREA - FOLLOW THE SAME SAFETY RULES SHOWN ON THE ACKNOWLEDGMENT PRACTICE PAGE.

Practice review

- Was the document signed or confirmed in the manner required by state law?
- Did you administer an oath or affirmation and receive an affirmative response?
- Did you complete the venue, date, signer name, signature, seal, and commission fields?
- Did you avoid certifying that the document's statements were legally valid?

Practice Answer Key: Completed Field Examples

FICTIONAL TRAINING EXAMPLES - NOT VALID NOTARIAL CERTIFICATES

Use these examples to check where information belongs. They demonstrate field mapping only and may not be copied onto a real document. In a real transaction, enter accurate information from the actual appearance and use only the complete certificate wording and procedures authorized for the notary's commissioning state.

Acknowledgment scenario answer key

Field	Fictional practice entry	Why it belongs there
State / jurisdiction	Training State	The jurisdiction where the practice act occurs.
County / venue	Practice County	The county or venue of the appearance.
Date	September 5, 2026	The date the signer personally appears.
Signer	Jordan Lee	The name of the person who appeared and acknowledged.
Notary fields	Casey Taylor - PRACTICE ONLY Expiration: January 1, 2099 Seal: NOT APPLIED	The notary signs as commissioned and supplies every item required by the official certificate and state law.

Jurat scenario answer key

Field	Fictional practice entry	Why it belongs there
State / jurisdiction	Training State	The jurisdiction where the practice act occurs.
County / venue	Practice County	The county or venue of the appearance.
Date	September 5, 2026	The date Avery signs or confirms the signature as required and takes the oath or affirmation.
Signer	Avery Morgan	The person who appeared, signed or confirmed as required, and responded affirmatively.
Notary fields	Casey Taylor - PRACTICE ONLY Expiration: January 1, 2099 Seal: NOT APPLIED	The notary completes the official jurat only after every required step, including the oath or affirmation.

4. General Notary Work: Common Requests and Locations

A notary verifies and documents a notarial act. A notary is not the document drafter, legal adviser, medical decision-maker, facility employee, or guarantor of a document's legal effect. The signer or an authorized professional supplies the document and determines what is needed.

Hospitals and rehabilitation facilities	Confirm visitor rules, room access, identification, witnesses, infection-control requirements, and the signer's ability and willingness to communicate. Do not ask staff to pressure a signer or decide the notarial act.
Nursing homes and assisted living	Coordinate access without surrendering independence. Confirm identification, communication needs, witnesses, and whether the signer is willing and aware. Follow state law if competence, coercion, or communication is in doubt.
Jails and detention facilities	Call the facility first. Ask about scheduling, approved documents, identification, witnesses, property restrictions, attorney coordination, security screening, and prohibited items. Never arrive assuming entry or equipment will be allowed.
Homes, workplaces, and public meeting locations	Confirm a safe, appropriate meeting place, privacy, identification, witnesses, fee, travel policy, and who will be present. Avoid handling original identification or documents outside the signer's presence.

Common requests a mobile notary may encounter

The following are document categories, not automatic instructions to notarize. Some documents need no notarization, some contain a certificate, and others require advice from the recipient or an attorney.

- Powers of attorney and agent certifications
- Affidavits and sworn statements
- Estate-planning, health-care, and advance-directive documents
- Deeds and other real-property documents
- Vehicle title, bill-of-sale, and motor-vehicle forms
- Parental consent, school, travel, and identity-related forms
- Business, employment, court, and administrative documents

Power of attorney reminder

A power of attorney is a legal document that authorizes another person to act for the principal. The notary does not draft it, explain which powers to grant, choose the agent, decide whether the signer has legal capacity, or select the certificate for the signer. For questions about creating or using a power of attorney, refer the signer to an attorney or the document recipient.

5. Mobile Appointment Readiness Checklist

Use this checklist before accepting specialized facility appointments.

- ☐ I know the document is prepared and available; I am not being asked to draft it.
- ☐ I asked what notarial certificate or act is requested without choosing it for the signer.
- ☐ I confirmed the appointment address, room or unit, contact person, access procedure, and parking.
- ☐ I confirmed the signer can personally appear and communicate willingness in the manner required by state law.
- ☐ I confirmed the signer has acceptable, unexpired identification or another lawful identification method.
- ☐ I confirmed witness requirements and that disinterested witnesses will be available when required.
- ☐ For a detention facility, I confirmed approved documents, property limits, equipment, scheduling, and security rules.
- ☐ I explained the travel, waiting-time, cancellation, and notarization fees allowed by law.
- ☐ I have the official certificate forms permitted for my commissioning state, plus my required seal and journal.
- ☐ I know whom to contact if the document, names, dates, capacity, instructions, or certificate is unclear.

Notary Base network readiness

A complete professional profile helps appropriate hiring organizations understand where and how a notary works. Keep commission and insurance dates current, list accurate service areas, languages and equipment, use a professional photo and bio, and respond promptly. Network visibility and course completion do not guarantee assignment selection or work volume.

6. Official Forms and Continuing Reference

For real transactions, use current official resources for the notary's commissioning state. The links below are examples of official state sources and demonstrate why one universal loose certificate should not be used nationwide.

Georgia official notarial certificates

The Georgia Superior Court Clerks' Cooperative Authority publishes an acknowledgment by an individual, acknowledgment in a representative capacity, jurat certificate, general affidavit, witness signature certificate, and other forms.

<https://www.gsccca.org/file/notary-forms>

Georgia acknowledgment certificate (official PDF)

[Download from GSCCCA](#)

Georgia jurat certificate (official PDF)

[Download from GSCCCA](#)

California official acknowledgment and jurat forms

California publishes its own statutory forms and requires state-specific wording and disclosures, illustrating the need to check the current commissioning-state source.

<https://www.sos.ca.gov/notary/forms>

Power of attorney consumer overview

[Consumer Financial Protection Bureau: What is a power of attorney?](#)

Before every notarization

- Use current law and official guidance for the commissioning state.
- Require personal appearance and satisfactory identification as applicable.
- Confirm willingness and follow state rules when awareness, communication, or coercion is in doubt.
- Do not select a notarial act, draft legal documents, or provide legal advice unless separately authorized by law.
- Stop and contact the proper professional whenever the document or instructions are unclear.