

NOTARY PUBLIC REFERENCE MANUAL



MANUAL PL-000043 YOURNAME@MAIL.COM E-TEMPLATE (REV 1) (202-0000-7777)

Notary Public Reference Manual

I. Preface

This document is a guide for Notaries Public of [Your Company Name]. It details the legal, practical, and ethical responsibilities tasked upon notaries by [Your Jurisdiction/Authority]. This manual is to be used by [YOUR NAME], and all other notaries in their daily duties, encapsulating the ethos, operating standards, and best practices of our institution.

II. Definition of Duties

A notary's main duties include the attestation and certification of documents and transactions. Specific duties are as follows:

- Attesting to the trueness of copies of documents.
- Certifying the occurrences of specific transactions.
- Ensuring the identity, legal authority, and capacity of signatories.

III. Operating Standards

Notaries in [Your Company Name] must adhere strictly to the following principles:

- Impartiality
- Integrity
- Confidentiality
- Expertise

IV. Procedures & Documentation

In providing notarial services, notaries must:

1. Obtain and keep secure records of the identities of all parties to the instrument.
2. Ensure all documents are completed and signed correctly.

Ohio Notary Reference Manual

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The American Corporation Legal Manual Edward Quinton Keasbey, Abraham Van Doren Honeyman, Charles Louis Borgmeyer, 1898 Compilation of the essential features of the statutory law regulating the formation management and dissolution of general business corporations in America North Central and South and other countries of the world A Manual for the Use of Notaries Public Bernard Roelker, 1853 **Nelson's Biographical Dictionary and Historical Reference Book of Erie County, Pennsylvania** Benjamin Whitman, 1896 The Corporation Bulletin and Manual Corporation Law List, 1907 **A Manual for the Use of Notaries Public and Bankers** Bernard Roelker, 1864 Labor Relations Reference Manual, 1952 **Marshal's Manual of Procedure** California. Municipal Court (Los Angeles Judicial District). Marshal, 1959 **Anderson's Manual for Notaries Public** John H. Ranz, 1966 **Bowker's Law Books and Serials in Print**, 1995 Anderson's Manual for Notaries Public Carl Louis Meier, 1940 The Corporation Manual, 1908 *A Manual for Notaries Public, General Conveyancers, Commissioners, Justices, Mayors, Consuls, Etc., as to Acknowledgements, Affidavits, Depositions, Oaths, Proofs, Protests, Etc., for Each State and Territory* Florien Giauque, 1922 **The Weekly Law Bulletin**, 1884 **Professionalism, Law Office Management, and Client Funds Management**, 2015 **American Law Publishing, 1860-1900: Bibliographic indexes** Betty W. Taylor, Robert John Munro, 1984 The American Lawyer, 1894 The Mercantile Agency Reference Book (and Key), 1924 **Subject Guide to Books in Print**, 1997 **American Book Publishing Record**, 2000 Oxbridge Directory of Newsletters, 2002

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