

# 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

**Marcel A. Müller**

**Ohio Notary Reference Manual:**

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