



Notary Bulletin

Nebraska Secretary of State John A. Gale

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Here is a Q&A on notary facts

For this issue, the Secretary of State's Office has prepared a list of questions that we frequently field regarding notaries public and have provided answers. Hopefully, this information will be helpful to you.

Q. When may I begin notarizing documents?

A. A notary public may begin notarizing documents after receipt of a commission certificate from the secretary of state and after obtaining the required notary seal.

Q. What are some of the most common errors or omissions made by notaries in notarizing documents?

A. Some of the most common errors are the following:

- (1) Failing to affix the notary seal.
- (2) Failing to sign the attestation clause as commissioned.
- (3) Leaving blanks in the acknowledgment.
- (4) Impressing the notary seal over the signatures or text.



Q. What is the most serious error made by notaries in notarizing documents?

A. The most serious error deals with elements of personal appearance and identification. First, the person who is executing the document must be in the presence of the notary at the time of the notarial act. Second, the person executing the document must be personally known by the notary or identified by the notary through satisfactory evidence. Details regarding identification through satisfactory evidence can be found in [Nebraska Revised Statutes Section 64-105](#). Failure to observe these requirements could result in criminal and civil liability and the loss of the notary's commission.

Q. If my notary commission expires but I have applied to renew my commission, may I continue to notarize documents?

A. No. There is no carryover or grace period for a notary once his or her commission has expired. A person whose notary commission has expired is not a current notary and may not perform any notarial acts. The person would be required to apply for a new notary commission and take and pass a written notary examination.

If you have a question when completing a notarization, please feel free to call the Secretary of State's Office at (402) 471-2558 and we will be happy to assist you.

This is a publication of the Nebraska Secretary of State's Office, P.O. Box 94608, Lincoln, NE 68509-4608. If you have questions or comments, e-mail us at sos.notary@nebraska.gov or call (402) 471-2558. To view the notary section of our website, [click here](#).