

## INSTRUCTIONS FOR COMPLETING NOTARY JOURNAL

Date on Document	Date Notarial Act Performed	Type of Document	Type of ID presented by Principal(s)	Printed Name of Principal(s)	Printed Address of Principal(s)	Signature of Principal(s)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Example: 8-24-2004	Example: 8-24-2004	Example: Power of Attorney	Example: Driver's License	Example: Xavier Dimitrofski	Example: 444 Main St. Lincoln, NE 68508	Example: < <u>Signature</u> of Principal Xavier Dimitrofski>

- (1) **Date on document:** Print the month, day, and year the document to be notarized is date. Note: when this date indicates the date of signing, the date may precede or coincide with the date in the “Date Notarial Act Performed” column; however, the date should never be later (post-dated).
- (2) **Date Notarial Act Performed:** Month, day and year the principal(s) appeared to sign the document in the presence of the Notary.
- (3) **Type of document:** Write in the type of document to be notarized (title typically appears at the top of the page one of the document).  
Example: Warranty Deed, Power of Attorney, etc.

*This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.*

- (4) **Type of ID presented by Principal(s):** Write in the method used to identify the principal (see a thru b following).
- a) At least on document issued by a government agency that is current and bears the photographic image of the individual's face and signature, and a physical description of the individual.
  - b) Properly stamped passport without a physical description.
  - c) The oath or affirmation of one credible witness unaffected by the document or transaction to be notarized who is personally known to the notary public and who personally knows the individual and shows to the notary public documentary identification as described in subdivision (a)(i) of this subsection; and
  - d) Personal knowledge of identity or personally known (familiarity with an individual resulting from interactions with that individual over a period of time sufficient to dispel any reasonable uncertainty that the individual has the identity claimed).
- (5) **Printed name of Principal(s):** Print the name of the principal(s) as it appeared in the document.
- (6) **Printed Address of Principal(s):** Ask the principal(s) for their complete address and print it in the space provided.
- (7) **Signature of Principal(s):** Have the principal(s) sign the journal in the space provided.