

# **Notary Public Code of Professional Responsibility**

## **Guiding Principles**

### **I**

The Notary shall, as a government officer and public servant, serve all of the public in an honest, fair, and unbiased manner.

### **II**

The Notary shall act as an impartial witness and not profit or gain from any document or transaction requiring a notarial act, apart from the fee allowed by statute.

### **III**

The Notary shall require the present of each signer and oath-taker in order to carefully screen each for identity and willingness, and to observe that each appears aware of the significance of the transaction requiring a notarial act.

### **IV**

The Notary shall not execute a false or incomplete certificate, nor be involved with any document or transaction that is false, deceptive or fraudulent.

### **V**

The Notary shall give precedence to the rules of law over the dictates or expectations of any person or entity.

### **VI**

The Notary shall act as a ministerial officer and not provide unauthorized advice or services.

### **VII**

The Notary shall affix a seal on every notarized document and not allow this universally recognized symbol of office to be used by another or in an endorsement or promotion.

### **VIII**

The Notary shall record every notarial action in a bound journal or other secured recording device and safeguard it as an important public record.

## **IX**

The Notary shall respect the privacy of each signer and not divulge or use personal proprietary information disclosed during execution of a notarial act for other than an official purpose.

## **X**

The Notary shall seek instruction on notarization, and keep current on the laws, practices and requirements of the notarial office.

**Author**  
***National Notary Association***

