## Sample Notary Statements

Sample Notary Staten	nents are available for the following forms:
• Acknowledgements	C
<pre>Oaths</pre>	
Depositions	
Affidavits	
Certificates	
	•
Acknowledgments •	
as a notary, by a person who	nal declaration before an authorized official such has signed a document, that the document is his are governed by the Uniform Acknowledgment
	nat act. The person acknowledging the document
must personally appear befor	-
must personally appear befor	e the notary.
	ign the document in the notary's presence, or
acknowledge that the signatu	re on the document is his or her own.
	The state of the s
SAMPLE ACKNOWLEDGMEN	<u>T</u>
State of Nov. Vanla)	
State of New York)	)CC.
County of	)SS:
County of	_ /
On this the day of	, 20, before me a notary public, the
undersigned officer, personal	
V 1	e person whose name is subscribed to the within
	ed that he executed the same for the purposes
therein contained.	
In witness haraef I haraunta	get my hand and official goal
In witness hereof, I hereunto	Set my nand and official Seal.
	Notowy Public
	Notary Public
(1) For an individual acting in	his or her own right:
State of New York	
County Of	

The foregoing instrument was acknowledged before me this <u>(date)</u> by <u>(name of person acknowledging)</u>, who is personally known to me or who has produced <u>(type of identification)</u> as identification.

(Signature of person taking acknowledgment)				
(Name typed, printed or stamped)				
(Title or rank)				
(Serial number, if any)				
(2) For a corporation:				
State of New York				
County Of				
The foregoing instrument was acknowledged before me this (date) by (name of officer or agent, title of officer or agent) of (name of corporation acknowledging), a (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced (type of identification) as identification.				
(Signature of person taking acknowledgment)				
(Name typed, printed or stamped)				
(Title or rank)				
(Serial number, if any)				
(3) For a partnership:				
State of New York				
County Of				
The foregoing instrument was acknowledged before me this (date) by (name of acknowledging partner or agent), partner (or agent) on behalf of (name of partnership), a partnership. He/she is personally known to me or has produced (type of identification) as identification.				
(Signature of person taking acknowledgment)				
(Name typed, printed or stamped)				

(Title or rank)

(4) For an individual acting as principal by an attorney in fact:
State of New York
County Of
The foregoing instrument was acknowledged before me this (date) by (name of attorney in fact) as attorney in fact, who is personally known to me or who has produced (type of identification) as identification on behalf of (name of principal).
(Signature of person taking acknowledgment)
(Name typed, printed or stamped)
(Title or rank)
(Serial number, if any)
(5) By any public officer, trustee, or personal representative:
State of New York
County Of
The foregoing instrument was acknowledged before me this <u>(date)</u> by <u>(name and title of position)</u> , who is personally known to me or who has produced <u>(type of identification)</u> as identification.
(Signature of person taking acknowledgment)
(Name typed, printed or stamped)
(Title or rank)
(Serial number, if any)
(6) For an acknowledgment in a representative capacity:
State of New York
County Of
The foregoing instrument was acknowledged before me this day of, 20, by (name of person) as (type of authority, e.g. officer, trustee, attorney in fact) for (name of party on behalf of whom instrument was executed).

(Signatuı	re of Notary Public - COMMONWEALTH OF Pennsylvania)				
(Print, Ty	pe, or Stamp Commissioned Name of Notary Public)				
Personally Known OR Produced Identification					
Type of l	dentification Produced				
	<ul><li>Oaths</li></ul>				
truthfully for three or she w	is a formal declaration or promise to perform an act faithfully and y or an affirmation of the truth of a statement. Oaths are usually given purposes: (1) That a statement is the truth; (2) That the testimony he ill be giving will be the truth; (3) That he or she will faithfully perform as of a public office.				
<u>SAMPLE</u>	<u>OATHS</u>				
Notary:	Do you solemnly swear that the statements contained in this affidavit are true to the best of your knowledge and belief?				
Affiant:	I do.				
Notary:	otary: Do you solemnly swear that the testimony that you are about to give will be the truth, the whole truth, and nothing but the truth.				
Affiant:	I do.				
Notary P	ublic's Oath of Office				
State of I	New York)				
County o	)SS: )				
Public in affirm) th States a	Notary, having been duly appointed and commissioned a Notary and for the Commonwealth of Pennsylvania, do solemnly swear (or nat I will support, obey and defend the Constitution of the United and the Constitution of this Commonwealth and that I will discharge as of my office with fidelity.				

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A deposition is an involuntary sworn statement made by a witness for use in the witness' absence at a legal proceeding.

In taking a deposition, the notary should first make sure the witness is sworn in. The notary should then personally record or supervise the recording of the testimony of the witness. After the testimony is transcribed the notary should let the witness read and sign the transcribed copy of the deposition. The notary then certifies that the witness was sworn and that this document is a true and record of the witness' testimony. The deposition should be sealed in an envelope and filed with the court or sent to the prothonotary for filing.

If a videotaped deposition is requested, the notary should make sure the witness is sworn. However, it is unnecessary to have a stenographic transcript and the witness' signature. The videotape should be given to the attorney for the party requesting the deposition.

The certificate for a transcribed deposition should comply with the following format:

State of New York	)		
	)SS:		
County of	)		
Certificat	e of Officer Before	e Whom Dep	oosition is Taken
<i>I</i> ,	(Name of Office	er), a	(Title) do hereby
certify that, pursual	nt to	_(Specify the	e stipulation, notice or orde
of court under which	h the deposition wa	s taken) the	deposition of
(Name of			
on(Date	ato'clo	ckm. befo	ore me. The
said	(Name of witnes	ss) was first o	duly sworn (or affirmed) by
me according to law	to tell the truth, the	e whole truth	and nothing but the truth
and thereupon did	testify as set forth in	n the above t	ranscript of testimony. The
testimony was take	n down in my prese	ence stenogra	aphically by(Name
of stenographer) un	der my direction.		
•	-		complete and true record o
all the testimony given	ven by the said witr	ness.	
		O(C:	
		Officer	
· • · • · • ·		· • · • ·	

Affidavits

An affidavit is a voluntary, sworn written statement.

The name of the affiant, the person giving the statement, must be mentioned in the affidavit and the affiant is required to sign the affidavit in the notary's presence.
Sample Affidavit
State of New York ) )SS:
County of)
Before me, the undersigned notary public, this day, personally, appeared to me known, who being duly sworn according to law, deposes the following:
Affiant's Statement)
(Signature of Affiant)
Subscribed and sworn to before me thisday of,19
Notary Public
CERTIFICATES •
A notary public may certify that a document is an accurate copy of an original document, or that a statement is true. The notary public must make sure that the copy is exactly the same as the original.
New York Notaries public may not certify certain Federal, State or County records. Only the agencies where these records are filed may certify copies, because they alone hold the original documents or records. This would include the following types of documents:
oBirth records oDeath records oMarriage records

• Corporate records i.e. Articles of Incorporation

)SS:

Sample Certificate

State of New York )

I certify that the attached copy of a complete copy of the original	dated is a true, correct and 		
In witness whereof, I hereunto set my hand and official seal.			
$\overline{Na}$	otary Public		