

Real World Montana

CERTIFICATES

Laura Biewer

Owner, Coach Me Laura,
At your Service Mobile Notary,
Co-founder Notary Business
Builder (NBB)

Best Selling Author
“Beyond Loan Signings”



Resources

- MT Notary Handbook
- SoS Website: sosmt.gov/notary
- NNA Hotline
- MT SoS Office
- MT Biennial Notary Conference

Coach Mc Laura 

Mission

- Purpose of Notarization
- Importance of Responsibilities
- Performance of Duties

Coach Mc Laura 

Notarial Certificates

- Why Do I Need A Notarial Certificate?
 - Certificates Tell A Story Of Facts
 - Violation of MT Code 1-5-625, MCA
- Reading the Certificate For Clues
 - What Notarial Act?
 - Certificate Compliance/Sufficiency
 - Other Forms of Certificate

Coach Mc Laura 

The Acknowledgement

- What is an Acknowledgement?
- What is Representative Capacity?
- Essential Elements
 - Notarial Action
 - Venue ○ Date
 - Signer Name
 - Signature & Stamp
- Certificate Compliance
- Certificate Completion

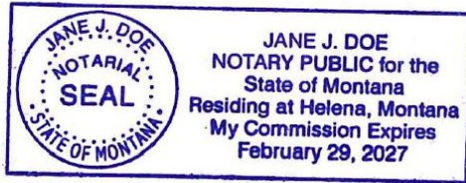
Coach Mc Laura 

MT Acknowledgement

State of Montana

County of Yellowstone

This record was acknowledged before me on August 25, 2019 by John Smith (only).
Print name of signer(s)



Jane J. Doe
(Notary Signature)

Affix seal/stamp as close to
signature as possible.

What is Representative Capacity?

- When you are notarizing a document being signed by someone other than the person or entity designated as the signer.
 - Ex: Attorney in Fact, President, Member, Spouse, Parent, Trustee
- Ask For Proof and Acknowledge Authority

Coach Mc Laura 

Representative Capacity Example

MONTANA NOTARIAL CERTIFICATE	
ACKNOWLEDGEMENT in a REPRESENTATIVE CAPACITY	
State of Montana	
County of _____	
The attached record, _____, consisting of _____ pages was (Description of record)	
acknowledged before me on _____ (Date)	by _____ (Name of signer)
as _____ (title or capacity)	of or for _____ (named person or entity)
_____ (Notary's Signature)	
[Affix stamp above]	
This certificate is to be attached to the record described above. Any evidence that it has been detached or removed may render the notarization invalid or unacceptable.	

Signature Witnessing

- What is Signature Witnessing?
- Representative Capacity
 - With Acknowledgment & Signature Witnessing
- Most Common Notarization in Montana
- The Difference...

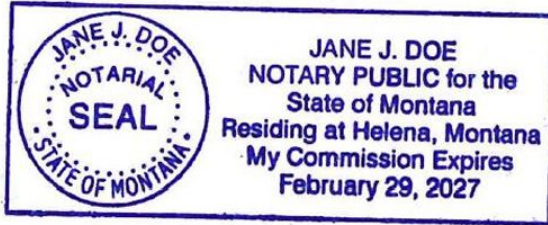
Coach Mc Laura 

Signature Witnessing Certificate

State of Montana

County of Yellowstone

This record was signed before me on September 5, 2019 by John Smith (only), as Attorney-in-fact
for Mary Smith.



Affix seal/stamp as close to
signature as possible.


(Notary Signature)

Verification on Oath/Affirmation (Jurat)

- What is a Jurat?
 - Certification of Truthfulness and Signature
- What Is An Oath/Affirmation?
 - Solemn spoken promise of truthfulness
 - They Are Equal

Coach Mc Laura 

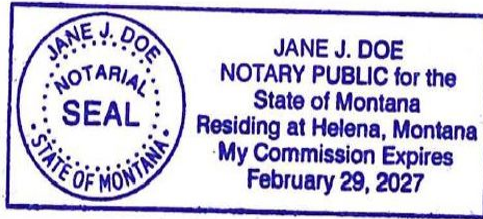
MT Compliant Jurat

State of Montana

County of Yellowstone

This record was signed and sworn to before me on August 25, 2019 by John Smith (only).

Print name of signer(s)




(Notary Signature)

Affix seal/stamp as close to
signature as possible.

Copy Certification

- What is a Copy Certification?
- Types of Copy Certification
 - Copy Cert of Tangible Record
 - Copy Cert of Electronic Record (RON/IPEN)
 - Copy Cert by *Document Custodian*

Coach Mc Laura 

Typical “Public” Documents

DO NOT COPY & CERTIFY

Birth or Death Certificates
Marriage Licenses
Divorce Decrees
Court Orders
Adoption Records
School Transcripts
FBI Fingerprint Cards
Motor Vehicle Titles
Any Recorded Document

Typical “Private” Documents

MAY COPY & CERTIFY

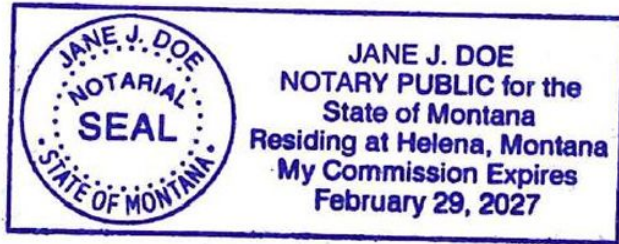
Driver’s Licenses
Student ID Cards
Employee ID Cards
Passports
Diplomas
Certificates or Awards
Personal Documents
Bills or Invoices
Bank Statements

Copy Certification of Tangible Record

State of Montana

County of Yellowstone

I certify this to be a true and correct copy of the diploma from Montanan State University issued to John Smith made by me on August 25, 2019.




(Notary Signature)

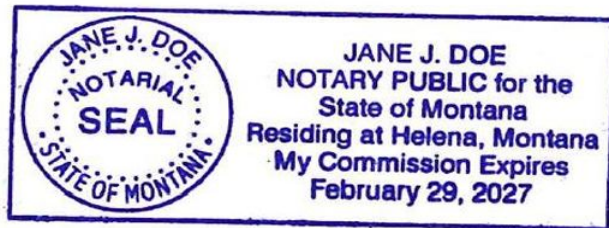
Affix seal/stamp as close to
signature as possible.

Copy Certification of Electronic Record

State of Montana

County of Yellowstone

I certify that the foregoing and annexed record entitled Montana Notary Public Handbook, dated Fall, 2019,
and consisting of 2,628 KB is a true and correct copy of the electronic record printed directly from the
electronic file by me on September 5, 2019.




(Notary Signature)

Affix seal/stamp as close to
signature as possible.

Copy Certification by Document Custodian

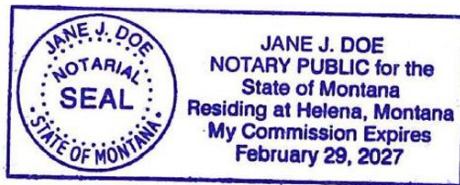
I certify that this is a true and correct copy of my diploma from Montana State University in my possession and made by me on Nov. 5, 2015.

Signed John Smith

When that is completed attach the jurat form:

State of Montana
County of Yellowstone

This record was signed and sworn to before me on August 25, 2019 by John Smith (only).
Print name of signer(s)



Jane J Doe
(Notary Signature)

Affix seal/stamp as close to
signature as possible.

Certification of...

- Fact or Event, Life, Photographs
 - Procedure - proof
- Essential Elements
- Certificate Completion
- Certificate Compliance
- See Back Cover of Handbook (Inside/Outside)

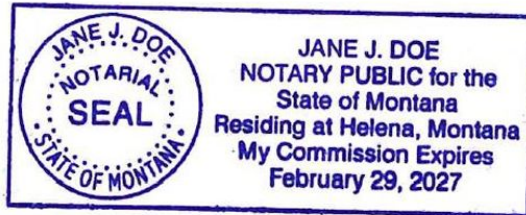
Coach Mc Laura 

Certification Certificate

State of Montana

County of Yellowstone

I certify I have confirmed that Mary Elizabeth Jones, is President of the Montana Tropical Flower Association for the 2019 – 2020 term from a review of the Minutes of that same organization dated January 18, 2019, made by me on September 5, 2019.



Jane J Doe
(Notary Signature)

Affix seal/stamp as close to
signature as possible.

Sample Documents

- Irrevocable Assignment
- MT POA/Special POA/Limited POA
- MT Last Will and Testament
- MT Special Warranty Deed
- Passport Application for Minor

Coach Mc Laura 

What is an Apostille

- Is a certificate that authenticates the signature of a public official
- The apostille is issued by the Secretary of State
- Apostilles are commonly used for a variety of documents being used abroad

Coach Mc Laura 

Do's for Apostille

- Use MT Compliant Notarial Certificate
- Certificate Completeness is Essential
- You May Notarize Foreign Language Docs
- Attach Certificate with staple and Cross Reference Information from Document

Coach Mc Laura 

Don'ts for Apostille

- Just Stamp & Sign the Document
- Sign or Stamp Every Page
- Use an Embosser
- Use a Foreign Language Certificate

Questions

Reach Laura at
www.coachmelaura.com