

## Documents that require notarization must always include a statement by the notary public

(If the statement is not provided on the document to be notarized, then it is your responsibility, as a Wisconsin notary, to write or type a complete statement on the document.)

### Sample Statements:

**(1) For an acknowledgment in an individual capacity:**

State of ....

County of ....

This record was acknowledged before me on ... (date) by .... (name(s) of individual(s)).

.... (Signature of notarial officer)

Stamp

.... (Title of office)

[My commission expires: ....]

**(2) For an acknowledgment in a representative capacity:**

State of ....

County of ....

This record was acknowledged before me on .... (date) by .... (name(s) of individual(s)) as .... (type of authority, such as officer or trustee) of .... (name of party on behalf of whom record was executed).

.... (Signature of notarial officer)

Stamp

.... (Title of office)

[My commission expires: ....]

**(3) For a verification on oath or affirmation:**

State of ....

County of ....

Signed and sworn to (or affirmed) before me on .... (date) by .... (name(s) of individual(s) making statement).

.... (Signature of notarial officer)

Stamp

.... (Title of office)

[My commission expires: ....]

**(4) For witnessing or attesting a signature:**

State of ....

County of ....

Signed [or attested] before me on .... (date) by .... (name(s) of individual(s)).

.... (Signature of notarial officer)

Stamp

.... (Title of office)

[My commission expires: ....]

**(5) For certifying or attesting a copy of a record:**

State of ...

County of ....

I certify or attest that this is a true and correct copy of a record in the possession of .... (name(s) of individual(s)).

Dated: ....

.... (Signature of notarial officer)

Stamp

.... (Title of office)

[My commission expires: ...]

**If you watch someone sign a document:**

State of Wisconsin

County of \_\_\_\_\_ (*insert name of county where notarization is done*)

This document was signed before me on \_\_\_\_\_ (*date*)

by \_\_\_\_\_ (*name(s) of individual(s)*).

\_\_\_\_\_  
*Notary's signature*

\_\_\_\_\_  
*Notary's expiration date*

Notary  
Seal