

- Acknowledgements
- Jurat
- Copy Certification
- Sample Oaths

You may use the standard form for notarial certificates for acknowledgments as specified in the Uniform Recognition of Acknowledgments Act (A.R.S. § 33-501 et seq.). The forms below may also be used.

Acknowledgments

Formal Wording:

Acknowledgment where document signer is personally known by the Notary:

State of Arizona
County of _____
On this _____ day of _____, 20____, before me personally appeared _____ (name of signer), whom I know personally, and acknowledged that he/she executed the same.
(seal)

Notary Public

Informal Wording:

State of Arizona
County of _____
On _____ (date) _____,
_____ (name of signer), personally appeared before me, whom I know personally to be the person who signed the above/attached document and he/she proved he/she signed it.
(seal)

Notary Public

Acknowledgment where the document signer's identity is proven by a credible person whom the notary knows personally or whose identity was proved to the notary on the basis of satisfactory evidence of identity:

State of Arizona

County of _____

On this _____ day of _____, 20____, before me personally appeared _____ (name of signer), whose identity was proved to me on the oath of _____ (Name of credible person), a credible person by me duly sworn, and acknowledged that the signer signed the above/ attached document.

(seal)

Notary Public

Acknowledgment where the document signer's identity is proven by satisfactory evidence:

State of Arizona

County of _____

On this _____ day of _____, 20____, before me personally appeared _____ (name of signer), whose identity was proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this document, and who acknowledged that he/she signed the above/attached document.

(seal)

Notary Public

Jurat

State of Arizona

County of _____

Subscribed and sworn (or affirmed) before me this _____ day of _____, 20____.

(seal)

Notary Public

Copy Certification

State of Arizona

County of _____

I, _____, a notary public, do certify that, on the _____ day of _____, 20____, I personally made the above/attached copy of _____ from the original, and it is a true, exact, complete, and unaltered copy.

(seal)

Notary Public

Sample Oaths

When administering an oath, you may either ask the person to repeat after you or ask the person to answer the question. You should always have the person raise his/her right hand before administering the oath or affirmation.

1. For a jurat where the signer is unknown to the notary (question to be answered):

“Do you swear or affirm that you are the person whose identification card(s) you presented to me and do you swear or affirm that the contents of this document are true and correct? If so, please state ‘I do swear’ or ‘I do affirm.’”

2. For a jurat where the signer is unknown to the notary (signer to repeat after you):

“I, _____, swear or affirm that I am the person whose identification card(s) I presented to you and I swear or affirm that the contents of this document are true and correct.”

3. For a jurat where the signer is personally known to the notary (question to be answered):

“Do you swear or affirm that the contents of this document are true and correct? If so, please state ‘I do swear’ or ‘I do affirm.’”

4. For a jurat where the signer is personally known to the notary (signer to repeat after you):

“I, _____, swear or affirm that the contents of this document are true and correct.”

5. For a credible person personally known to the notary when the notarial act is an acknowledgment (question to be answered):

“Do you swear or affirm that the person appearing before me and who signed this document is the person he [or she] claims to be? If so, please state ‘I do swear’ or ‘I do affirm.’”

6. For a credible person personally known to the notary when the notarial act is an acknowledgment (credible person to repeat after you):

“I, _____, swear or affirm that the person appearing before you and who signed this document is the person he [or she] claims to be.”

7. For a credible person personally known to the notary when the notarial act is a jurat (question to be answered):

“Do you swear or affirm that the person appearing before me and who signed this document in my presence is the person he [or she] claims to be? If so, please state ‘I do swear’ or ‘I do affirm.’”

8. For a credible person personally known to the notary when the notarial act is a jurat (credible person to repeat after you):

“I, _____, swear or affirm that the person appearing before you and who signed this document in your presence is the person he [or she] claims to be.”

9. For a credible person not known to the notary when the notarial act is an acknowledgment (question to be answered):

“Do you swear or affirm that you are the person whose identification card(s) you presented to me and do you swear or affirm that the person appearing before me and who signed this document is the person he [or she] claims to be? If so, please state ‘I do swear’ or ‘I do affirm.’”

10. For a credible person not known to the notary when the notarial act is an acknowledgment (question to be answered):

“I, _____, swear or affirm that I am the person whose identification card(s) I presented to you and I swear or affirm that the person appearing before you and who signed this document is the person he [or she] claims to be.”

11. For a credible person not known to the notary when the notarial act is a jurat (question to be answered):

“Do you swear or affirm that you are the person whose identification card(s) you presented to me and do you swear or affirm that the person appearing before me and who signed this document in my presence is the person he [or she] claims to be? If so, please state ‘I do swear’ or ‘I do affirm.’”

12. For a credible person not known to the notary when the notarial act is a jurat (credible person to repeat after you):

“I, _____, swear or affirm that I am the person whose identification card(s) I presented to you and I swear or affirm that the person appearing before you and who signed this document in your presence is the person he [or she] claims to be.”

If you give someone an oath of office, the language for the oath is usually prescribed either by statute or by the board, commission, or other body to which the person has been appointed or elected.