

## Acknowledgment

An acknowledgment is a formal admission made in person before a proper official by someone who has executed an instrument. The signer must personally appear before the Notary Public, the signer must be positively identified by the Notary Public and the signer must acknowledge having willingly signed the document. The signer is not required to sign in the presence of the Notary Public.

### Sample Acknowledgment Form:

State of Maine

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, Maine, by

\_\_\_\_\_ to be his/her free act and deed.

\_\_\_\_\_  
Signature of Notary Public

Name of Notary Public (print your name)

Notary Public, State of Maine

My commission expires: \_\_\_\_\_

**SEAL**

## **Oath/Affirmation**

An oath or affirmation is a type of attestation (swearing) that a Notary Public administers as part of the jurat. This oath or affirmation binds the person to the actual oath or affirmation. The difference between the oath and affirmation is that the affirmation takes out the reference to God.

### **Sample Oath or Affirmation:**

Do you (swear/affirm) under penalty of law that what you are about to say will be true (so help you God)?

Or

Do you (swear/affirm) under penalty of law that you have executed this (insert type of document executed)\_\_\_\_\_and that it is your free act and deed (so help you God)?

## Jurat

A jurat is a notarial statement that certifies the signer's personal appearance, witnesses the signer signing the document, administers an oath, and positively identifies the signers.

### Sample Jurat Statement:

State of Maine

County of \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, Maine, by \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

Name of Notary Public (print your name)

Notary Public, State of Maine

My commission expires: \_\_\_\_\_

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## Certification of a Document

The certification of a document is a statement on the document that the signer makes, attesting to the fact that the document is a true copy of the original. This certification should be used together with the jurat.

The Secretary of State strongly recommends that Notaries Public only use this certification if the signer makes the statement that the copies are true. The Notary Public should not make the statement about the authenticity of the document, as the Notary Public is not the issuer or custodian of the original record.

**Remember:** This certification statement does not replace a certified copy of public record documents such as a birth certificate or a passport. Refer people to the issuing agencies to obtain certified copies of public records.

### Sample Certification Statement (Jurat):

I, (insert name of person appearing before the Notary), do swear that this is a true and exact copy of (insert type of document) and that the original remains in my possession.

\_\_\_\_\_  
Signature of Customer

\_\_\_\_\_  
Date

State of Maine

County of \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, Maine, by \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

Name of Notary Public (print your name)

Notary Public, State of Maine

My commission expires: \_\_\_\_\_

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## Affidavit

An affidavit is essentially an oath or affirmation reduced to writing. In addition to the statement sworn to by the maker of the affidavit, it contains a "Jurat" certificate signed by the officer who takes the affidavit.

### Sample Jurat Form for an Affidavit:

I \_\_\_\_\_, do swear (affirm), under penalty of perjury, state  
(insert fact(s) to be affirmed).

\_\_\_\_\_  
Signature of person making affidavit

\_\_\_\_\_  
Date

State of Maine

County of \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at  
\_\_\_\_\_, Maine, by \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

Name of Notary Public (print your name)

Notary Public, State of Maine

My commission expires: \_\_\_\_\_

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## Credible Witness

A credible witness is when the signer of an instrument does not have identification or is not personally known to the Notary Public; another person (called the credible witness) knows the signer and can swear under oath as to the identity of the signer. The Secretary of State's office recommends that this credible witness be personally known to the Notary Public. The following affidavit must be attached to the document to be notarized, in addition to the acknowledgement or jurat that the signer completes.

### Credible Witness Affidavit:

Under the penalties of perjury, I declare that the person appearing before (Name of Notary Public) is personally known to me as (Name of person whose signature to be notarized) and is the person named in the document requiring notarization.

\_\_\_\_\_  
Signature of Credible Witness

\_\_\_\_\_  
Date

State of Maine

County of \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, Maine, by \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

Name of Notary Public (print your name)

Notary Public, State of Maine

My commission expires: \_\_\_\_\_

SEAL

### Sample Oath for Credible Witness:

Do you solemnly swear that (person making the acknowledgment or oath) is the person named in the document; that (person making the acknowledgment or oath) is personally known to you; that it is your reasonable belief that the circumstances of (person making acknowledgment or oath) are such that it would be very difficult or impossible for him or her to obtain another form of identification and that you do not have a financial interest nor are you named in the document, so help you God?"