First Choice Mobile Notary & Apostille
(866) 828-6856
www.firstchoicemobilenotary.com

Colorado Acknowledgment (Representative): Notary Instructions

Acknowledgment Certificate, Representative Capacity — Colorado Revised Uniform Law on Notarial Acts (C.R.S. 24-21-520)

NOTARY REFERENCE — DO NOT ATTACH THIS PAGE TO THE DOCUMENT.

Acknowledgment certificates

- Use the **individual** certificate when the signer signs for themselves, and the **representative** certificate when signing as an officer, manager, trustee, attorney-in-fact, or other representative. These follow the Colorado short-form certificates (C.R.S. 24-21-520).

1. Never choose the notarization for the signer

- Use the certificate wording already on the record. If there is none, ask the signer which notarial act the record or receiving agency requires. You may explain the difference, but the signer decides. Choosing for them, preparing documents, or giving legal advice is unauthorized practice of law.
- **Acknowledgment:** the signer declares they signed the record willingly. **Jurat (verification on oath or affirmation):** the signer swears or affirms the contents are true and signs in your presence. **Signature witnessing:** you witness the signing itself. **Copy certification:** you certify a copy matches the original record presented to you.

2. Personal appearance and identity

- The signer must appear before you in person, or by remote notarization only if you are authorized to perform remote notarizations in Colorado. Check the box on the certificate that shows how the signer appeared.
- Identify the signer by personal knowledge or satisfactory evidence: a current government-issued identification with photograph and signature, or the oath of a credible witness who personally knows the signer.

3. Completing the certificate and seal

- **County** is where the notarization takes place. Complete every blank, use names exactly as on the record, and never pre-sign or pre-seal a certificate. For a loose certificate, fill in the attached-record box, staple it to the record it belongs to, and never move it.
- Your stamp must be clear and legible and show your name, your notary ID number, the words “Notary Public” and “State of Colorado,” and your commission expiration date. Do not let it cover text or signatures.

4. Journal

- Colorado requires a journal entry for every notarial act: date and time, type of act, description of the record, the signer’s name and address, how the signer was identified, and the fee charged. Keep the journal secure for the period the law requires.

5. Limits

- Do not notarize your own signature or a record in which you are named or have a financial interest. Do not certify copies of records that are public records, such as birth, death, or marriage certificates or recorded documents; those must come from the issuing agency. Charge no more than the fees allowed by law, and agree on any travel fee in advance. A notary who is not an attorney may not give legal advice.

These notes are a general reference for Colorado-commissioned notaries and are not legal advice. Follow the Colorado Revised Uniform Law on Notarial Acts (C.R.S. 24-21-501 et seq.) and current Colorado Secretary of State notary rules. © 2026 First Choice Mobile Notary & Apostille.

CERTIFICATE OF ACKNOWLEDGMENT

State of Colorado

ATTACHED RECORD (recommended for a loose certificate)

Title or type of record | Record date | Number of pages

Signer(s) other than those named below (if any)

ACKNOWLEDGMENT — REPRESENTATIVE CAPACITY

STATE OF COLORADO)
COUNTY OF) ss.
)

This record was acknowledged before me on

(date) | by (name(s) of individual(s))

as (type of authority, e.g., officer, trustee, attorney-in-fact) | of (name of party on behalf of whom record was executed)

The signer appeared before me:

in person

by remote notarization, as authorized under Colorado law

X _____

Notary Public

Notary's printed name

Notary ID number | My commission expires

(Notary seal)

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