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

Illinois Acknowledgment Certificates: Notary Instructions

Acknowledgment Certificates (Illinois Notary Public Act, 5 ILCS 312)

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

Use the certificate that matches how the signer signs

- **Individual:** the signer signs for themselves. **Representative capacity:** the signer signs as an officer, manager, partner, trustee, executor, guardian, attorney-in-fact (agent under a power of attorney), or other representative. **Deeds and conveyances:** the traditional Illinois long-form acknowledgment often used on deeds; for a homestead property, the deed's own wording may also mention the release and waiver of homestead.
- These follow the short-form certificates of the Illinois Notary Public Act and the traditional Illinois conveyance form. The signer's name and capacity should match the document's signature block.

1. Never choose the notarization for the signer

- Use the certificate wording already on the document. If there is none, ask the signer which notarial act the document 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 that they signed the document willingly; the signer may sign before the appointment but must appear before you to acknowledge it. **Jurat (verification on oath or affirmation):** the signer swears or affirms that the contents are true and **signs in your presence**.

2. Personal appearance and identity

- The signer must personally appear before you, either in person or by remote or electronic notarization only as authorized under the Illinois Notary Public Act and your commission. Check the box on the certificate that shows how the signer appeared.
- Identify the signer by personal knowledge or satisfactory evidence, such as a current government-issued identification card with the signer's photograph and signature, or the sworn statement of a credible witness who personally knows the signer.
- Do not notarize if the signer seems confused, pressured, or does not understand the document, or if the document has blank spaces that should be completed.

3. Completing the certificate and seal

- **County** is the county where the notarization takes place, not where the signer lives. Fill in the date the signer appeared and the names exactly as they appear in the document. Complete every blank, and never pre-sign or pre-seal certificates.
- For a loose certificate, fill in the attached-document box, staple the certificate to the document it belongs to, and never move it to another document.
- Your rubber stamp seal must be clear and legible and show the words "OFFICIAL SEAL," your name exactly as commissioned, "Notary Public, State of Illinois," and your commission expiration date. Do not let it cover text or signatures.

4. Notarial record (journal)

- Illinois requires a notarial record, including the signer's thumbprint, for documents conveying or encumbering residential real property in Cook County, and a journal for remote and electronic notarizations. Keeping a journal entry for every notarization is strongly recommended: date, type of act, document description, signer's name and address, and how the signer was identified.

5. Limits

- Do not notarize your own signature or any document in which you are named or have an interest. **Illinois notaries may not certify copies of documents**; use a copy certification by the document custodian, sworn before you as a jurat. Charge no more than the maximum fees allowed by the Illinois Notary Public Act, and agree on any travel fee in advance. A notary who is not an attorney may not give legal advice, and foreign-language advertising must include the required disclaimer that the notary is not an attorney.

These notes are a general reference for Illinois-commissioned notaries and are not legal advice. Follow the Illinois Notary Public Act (5 ILCS 312) and current Illinois Secretary of State notary rules. © 2026 First Choice Mobile Notary & Apostille.

CERTIFICATE OF ACKNOWLEDGMENT

State of Illinois

ATTACHED DOCUMENT (recommended for a loose certificate)

Title or type of document

Document date

Number of pages

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

ACKNOWLEDGMENT — INDIVIDUAL

STATE OF ILLINOIS)
COUNTY OF) SS.

This instrument was acknowledged before me on

(date)

by (name or names of person or persons)

The signer appeared before me:

in person

by remote or electronic notarization, as authorized under the Illinois Notary Public Act

X

Notary Public

Notary's printed name

My commission expires

(Notary seal)

CERTIFICATE OF ACKNOWLEDGMENT

State of Illinois

ATTACHED DOCUMENT (recommended for a loose certificate)

Title or type of document

Document date

Number of pages

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

ACKNOWLEDGMENT — REPRESENTATIVE CAPACITY

STATE OF ILLINOIS)
COUNTY OF) SS.

This instrument was acknowledged before me on

(date)

by (name or names of person or persons)

as (type of authority, e.g., officer, trustee, attorney-in-fact)

of (name of party on behalf of whom the instrument was executed)

The signer appeared before me:

in person

by remote or electronic notarization, as authorized under the Illinois Notary Public Act

X

Notary Public

Notary's printed name

My commission expires

(Notary seal)

CERTIFICATE OF ACKNOWLEDGMENT

State of Illinois

ATTACHED DOCUMENT (recommended for a loose certificate)

Title or type of document

Document date

Number of pages

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

ACKNOWLEDGMENT — DEEDS AND CONVEYANCES (traditional Illinois form)

STATE OF ILLINOIS)
) SS.
COUNTY OF)

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that

Name(s) of person(s)

personally known to me to be the same person(s) whose name(s) is/are subscribed to the foregoing instrument, appeared before me this day in person, and acknowledged that he/she/they signed, sealed and delivered the said instrument as his/her/their free and voluntary act, for the uses and purposes therein set forth.

Given under my hand and official seal, this

day

of (month and year)

The signer appeared before me:

☐ in person

☐ by remote or electronic notarization, as authorized under the Illinois Notary Public Act

X _____

Notary Public

Notary's printed name

My commission expires

(Notary seal)