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

Illinois Jurat Certificate: Notary Instructions

Jurat and Signature Witnessing Certificates (Illinois Notary Public Act, 5 ILCS 312)

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

Administering the oath or affirmation

- Before the signer signs, place them under oath or affirmation aloud, for example: “Do you solemnly swear (or affirm) that the statements in this document are true and correct, so help you God?” The signer answers “I do” (or “I affirm”) and then signs in your presence. Record the identification method on the certificate.
- **Signature witnessing** (page 3) is a separate act: you witness the signing itself, without an oath and without vouching for the contents.

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.

JURAT

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)

JURAT (VERIFICATION ON OATH OR AFFIRMATION)

STATE OF ILLINOIS)
COUNTY OF) SS.

Signed and sworn to (or affirmed) before me on

(date)

by (name or names of person or persons making statement)

Identification:

personally known to me

produced identification:

Type of ID and issuing state or agency

credible witness (name):

Name of credible witness

The signer appeared before me:

in person

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

X

Notary Public

(Notary seal)

Notary's printed name

My commission expires

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JURAT

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)

JURAT — MULTIPLE AFFIANTS

STATE OF ILLINOIS)
COUNTY OF) SS.

Signed and sworn to (or affirmed) before me on

(date)

by the following persons making the statement:

Affiant | Affiant

Affiant | Affiant

The signer appeared before me:

in person

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

X _____

Notary Public

(Notary seal)

Notary's printed name

My commission expires

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SIGNATURE WITNESSING

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)

SIGNATURE WITNESSING

STATE OF ILLINOIS)
COUNTY OF) SS.

Signed (or attested) 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 seal)

Notary's printed name

My commission expires

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