FIRST CHOICE
MOBILE NOTARY & APOSTILLE

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Michigan Acknowledgment (Representative): Notary Instructions

Acknowledgment Certificate, Representative Capacity — Michigan notarial certificate (MCL 55.287)

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 Michigan short-form certificates (MCL 55.287).

1. Never choose the notarial act for the signer

- Use the certificate wording already on the document. If there is none, ask which notarial act the document or receiving agency requires. You may explain the difference, but the signer decides. Preparing documents or giving legal advice is unauthorized practice of law.
- **Acknowledgment:** the signer declares they signed willingly. **Jurat:** the signer swears or affirms the contents are true and signs in your presence. **Oath or affirmation:** a spoken oath with no document signed in your presence.

2. Personal appearance and identity

- The signer must appear before you in person, or by remote electronic notarization only if you meet Michigan's requirements for it. Identify the signer by personal knowledge or satisfactory evidence: a current license, identification card, or record issued by a federal or state government that contains the signer's photograph and signature, or a credible witness (MCL 55.264).

3. Completing the certificate (MCL 55.287)

- Every notarial act must show, near your signature: your name exactly as commissioned; "Notary public, State of Michigan, County of ___" (your county of commission); your commission expiration date; and, if different, "Acting in the County of ___" where the act takes place; plus the date of the act.
- A seal or stamp is optional in Michigan, but if you use one it must not cover text or signatures. For a loose certificate, fill in the attached-document box and staple it to the document.

4. Journal

- A journal is required for electronic and remote notarizations and strongly recommended for every notarization: date, type of act, document, signer's name and address, how the signer was identified, and the fee charged.

5. Limits

- Do not notarize your own signature or a record in which you or your spouse has a direct financial or beneficial interest. Michigan notaries are not authorized to certify copies of documents. Charge no more than the fee allowed by MCL 55.285. A notary who is not an attorney may not give legal advice.

These notes are a general reference for Michigan-commissioned notaries and are not legal advice. Follow the Michigan Notary Public Act (MCL 55.261 et seq.) and current Michigan Secretary of State notary rules. © 2027 First Choice Mobile Notary & Apostille.

CERTIFICATE OF ACKNOWLEDGMENT

State of Michigan

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 MICHIGAN)
)
COUNTY OF))

This document was acknowledged before me on

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

as (title or capacity, e.g., officer, trustee, attorney-in-fact) | of (name of entity or person represented)

The signer appeared before me:

in person

by remote notarization, as authorized under Michigan law

X _____

Notary Public

(Notary seal)

Notary's printed name

Notary public, State of Michigan, County of

Acting in the County of (if different) | Commission expires

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