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Texas Acknowledgment (Individual): Notary Instructions

Statutory Short Form of Acknowledgment (Texas Civil Practice and Remedies Code Section 121.008)

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. **Attorney-in-fact:** an agent signs for a principal under a power of attorney. **Corporation, LLC, or partnership:** an officer, manager, partner, or agent signs for the business. **Representative:** a trustee, executor, administrator, guardian, public officer, or other representative signs in that capacity.
- These are the Texas statutory short forms of acknowledgment (Section 121.008, Civil Practice and Remedies Code). 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:** 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, only if you hold a Texas online notary commission, by online notarization using an approved audio-video platform. Check the box on the certificate that shows how the signer appeared.
- Effective June 20, 2025 (HB 4202), you may identify a signer only by: (1) personal knowledge; (2) a current federal or state identification card or document that contains the signer's photograph and signature; (3) the oath of a credible witness who is personally known to you or who shows you such a current photo-and-signature ID; or (4) for a deed or other instrument relating to a residential real estate transaction, a current passport issued by a foreign country.
- 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

- **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. Do not pre-sign or pre-seal certificates. Never change the date or the facts in a certificate after the fact.
- 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 seal must be clear and legible and must show your name, the words "Notary Public, State of Texas," a five-pointed star, your commission expiration date, and your notary ID number. Do not let it cover text or signatures.

4. Record book (journal)

- Record every notarization in your notary record book as Texas law requires, including the date of the notarization, the date of the document, the signer's name and address, how the signer was identified (personal knowledge, ID card and its details, or credible witness), the type of notarial act, and a brief description of the document. Keep the book secure.

5. Limits

- Do not notarize your own signature or any document in which you are named or have an interest. Texas notaries may certify a copy only of a document that is **not** a public record and is not recordable. Charge only the fees allowed by Section 406.024, Government Code, and agree on any travel fee with the client in advance.

These notes are a general reference for Texas-commissioned notaries and are not legal advice. Follow the Texas Government Code, Chapter 121 of the Civil Practice and Remedies Code, and current Texas Secretary of State notary rules. © 2027 First Choice Mobile Notary & Apostille.

CERTIFICATE OF ACKNOWLEDGMENT

State of Texas

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 TEXAS §

COUNTY OF §

This instrument was acknowledged before me on

(date) | (name or names of person or persons acknowledging)

The signer appeared before me:

in person

by online notarization (audio-video communication) under Subchapter C, Chapter 406, Government Code

X

Notary Public, State of Texas

(Notary seal)

Notary's printed name

Notary ID number | My commission expires