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

Utah Acknowledgment (Representative): Notary Instructions

Acknowledgment Certificate, Representative Capacity — Utah notarial certificate (Utah Code 46-1-6.5)

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 Utah certificate forms (Utah Code 46-1-6.5).

1. Never choose the notarization 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. Choosing for them, 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. **Signature witnessing:** you witness the signing. **Copy certification:** you certify that a copy matches an original that is not a public record.

2. Personal appearance and identity

- The signer must appear before you in person, or by remote notarization only if you are authorized as a remote notary in Utah. 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 and never pre-sign or pre-seal a certificate. For a loose certificate, fill in the attached-document box, staple it to the document it belongs to, and never move it.
- Your seal must be applied in **purple ink**, be clear and legible, and show your name, commission number, commission expiration date, the words “Notary Public” and “State of Utah,” and the Great Seal of the State of Utah. Do not let it cover text or signatures.

4. Journal

- A journal is required for 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 document in which you have an interest. Do not certify copies of 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 Utah-commissioned notaries and are not legal advice. Follow the Utah Notaries Public Reform Act (Utah Code Title 46, Chapter 1) and current notary rules from the Utah Lieutenant Governor’s Office. © 2026 First Choice Mobile Notary & Apostille.

CERTIFICATE OF ACKNOWLEDGMENT

State of Utah

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 UTAH)
) ss.
**COUNTY OF) **

On this day

of (month and year)

before me, the undersigned notary public, personally appeared

name of document signer

as (title or capacity, e.g., officer, manager, trustee, attorney-in-fact)

of / for (name of entity or person represented)

proved on the basis of satisfactory evidence to be the person whose name is subscribed to this instrument, and acknowledged that he/she/they executed the same in that capacity. Witness my hand and official seal.

The signer appeared before me:

in person

by remote notarization, as authorized under Utah law

X _____

Notary Public

(Notary seal)

Notary's printed name

Commission number

My commission expires

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