



**1** Personal appearance!  
**PHYSICAL** (virtual if allowed) appearances  
is always required - **NO ACCEPTION**

**2** As a Notary Public we **MUST** properly verify  
the identify of the signer that appears  
before us.

**3** The signer(s) must understand the contents  
and ramifications of the documents and  
cannot ne coerced (forced) to sign.  
Signing must be done of their own free will.

**4** Notary properly completes the notarial  
block and signs as commissioned

**5** Notary affixes stamp/seal - seal must be  
clear and crisp to be acceptable