



FROM COUNSEL

A Preventive Law Service of The Office of The Judge Advocate General
Keeping You Informed On Personal Legal Affairs

Army Notary Services

Generally:

Each year Army civilian and military legal personnel notarize hundreds of thousands of documents, such as powers of attorney, wills, and bills of sale. Army military notaries and civilian employees commissioned by states provide this important service free to Soldiers, retirees, and their families.

What does a Notary do? A Notary Public (usually referred to simply as a notary) acts as an official, unbiased witness to the identity and signature of a person who appears before the notary for an oath or affirmation, or to sign a document. The notary's signature indicates the notary verified the identity of the person who appeared and signed, executed, or acknowledged the document. Notaries ensure that the person signing is who he or she claims to be. In addition, the notary makes sure that the client is acting voluntarily and not being forced to sign documents against his or her will. The notary also makes sure the client understands what he or she is signing. If the client responds clearly to questions and has made a request for the notarization, then the client can be considered competent for the purposes of the notarization.

Often, Army notaries are asked to certify copies instead of, or in addition to, notarizing them. There is a difference however, as explained below:

Notarization: The notary signature (and seal, when used) indicates the person who signed the document appeared before the notary, produced identification or was known personally by the notary, and signed the document in the notary's presence.

Certification: This process means that a document is a full, true, and accurate copy of the original document. Most public records and documents, such as marriage licenses, birth certificates, and divorce decrees, are recorded in public offices, and those offices certify copies. Occasionally, Army notaries may make a "true" copy for presentation to a military or government agency IAW Army Regulation (AR) 27-55, *Notarial Services*.

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Are there limits on notary services? AR 27-55 sets out policies and procedures for Army military and civilian personnel performing notarial services as part of their official duties. State laws and regulations also restrict notary services. For example:

- A notary cannot notarize a previously signed or incomplete document (one with blanks left in it) or “verify” (authenticate) the signature of someone who does not personally appear before the notary at the time the signature was affixed to the document.
- A notary will not certify the authenticity of public, official, registered, or court records or documents, nor issue certified copies of such documents or records, unless allowed to do so under AR 27-55 or other applicable law or regulation. Military notaries may certify copies of public records or publicly recorded documents from an official source for limited military administration, including finance and personnel administration.
- A notary will not notarize a general power of attorney before determining that the client has received advice from an attorney on the nature and effect of a general power of attorney.
- No notary will perform nor be ordered or otherwise required to perform a notarial act that the notary believes:
 - (1) Is for a transaction which the notary knows or suspects is illegal, false, or deceptive.
 - (2) Is for a person who is being coerced.
 - (3) Is for a person whose demeanor causes compelling doubts about whether the person knows the consequences of the transaction requiring the notarial act.
 - (4) Impugns or compromises the notary’s impartiality.

Notaries frequently keep a log of services provided. It may include the name and signature of the individual whose signature was notarized, general description of the document notarized, and the dates and location of the notarial services.

Must a notary seal appear on the notarized document? Not usually. Under 10 USC 1044a(d), the notary’s signature, title, and authority (10 USC 1044a) are all that are required for military notarial acts. IAW AR 27-55, chapter 4, no seal is required for notarial services performed by military notaries, however, a raised seal is an extra assurance to enhance the acceptance of the notarized document, and may be used.

Where can I get a document notarized? Individuals eligible for legal assistance should bring their ID card (or other photo identity evidence) and the document unsigned to the supporting Legal Assistance Office. Most Legal Assistance Offices offer notary services on a walk-in, no-appointment basis during normal duty hours.

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