

# How to complete Certificates of Acknowledgment

In Texas, there are two acceptable forms of a certificate of acknowledgment: the long form and the short form.

## Long form

**Certificate of Acknowledgment**  
**(Long form)**  
Sec. 121.007. FORM FOR ORDINARY  
CERTIFICATE OF ACKNOWLEDGMENT.

State of Texas |  
County of 1 |

Before me, 2, 3 Notary Public for the State of Texas, on this day personally appeared 4, known to me (or proved to me on the oath of 5 or through 6) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office on 7.

9  
NOTARY SEAL

8  
Notary Public, State of Texas

### You will need to know the following information and how to put it in the right slot.

- 1 VENUE / COUNTY where you are standing. STATE must also be correct.
- 2 YOUR NAME as it appears on your commission certificate.
- 3 YOUR TITLE –if not in the body of the certificate, it must be under your signature.
- 4 NAME(S) of the signer(s)
- 5 CREDIBLE WITNESS NAME, if used (or draw a -----)  
*EXPLANATION: If you used the Oath of a credible witness to ID the signer, the name of that credible witness goes into the blank. IF YOU DID NOT USE A CREDIBLE WITNESS, a standard practice is to draw a line neatly through the blank.*
- 6 TYPE OF GOV'T ISSUED ID (or draw a -----)  
*EXPLANATION: If you used a government issued ID to identify the signer, put that in this blank. You could also say Texas Driver License or US Passport, etc. IF YOU DID NOT USE A government issued ID because you used a credible witness or you personally knew the signer, a standard practice is to draw a line neatly through the blank.*
- 7 DATE of the acknowledgment
- 8 SIGNATURE of notary – official signature as on application with the TX SOS.
- 9 NOTARY SEAL – Apply your seal.

Short form

**Certificate of Acknowledgment**  
**Short Form**  
**Section 121.008**

State of Texas (1) |  
County of (1) |

This instrument was acknowledged before me on (2) by  
(3)

(7)

(5)  
Notary Public, State of Texas  
My commission expires: (6)

(4)

**You will need to know the following information and how to put it in the right slot.**

- 1 VENUE / COUNTY where you are standing. STATE must also be correct.
- 2 DATE of the acknowledgment
- 3 NAME(S) of the signer(s)
- 4 YOUR TITLE –if not in the body of the certificate, it must be under your signature.
- 5 SIGNATURE of notary – official signature as on application with the TX SOS.
- 6 COMMISSION EXPIRATION DATE – date it expires
- 7 NOTARY SEAL

# How to Complete a Jurat

**JURAT**

State of Texas (1) |  
County of 1 |

SWORN TO AND SUBSCRIBED before me on 2 by  
3

8

4  
Notary Public, State of Texas  
Printed Name of Notary:  
6  
My commission expires: 7

(5)

- 1 VENUE / COUNTY where you are standing. STATE must also be correct.
- 2 DATE this was signed and sworn (or affirmed) to before the notary.
- 3 NAME of the signer.
- 4 SIGNATURE of notary – official signature as on application with the TX SOS.
- 5 YOUR TITLE –if not in the body of the certificate, it must be under your signature.
- 6 PRINTED NAME OF NOTARY - as on application with the TX SOS.
- 7 COMMISSION EXPIRATION DATE – date commission expires
- 8 NOTARY SEAL