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.		
2 , 3 Notary Public for the State of Texas, on this ed 4 , known to me (or proved to 5 or through) to be the person whose name is subscribed to the and acknowledged to me that he executed the same for the purposes and expressed.		
and seal of office on		
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.

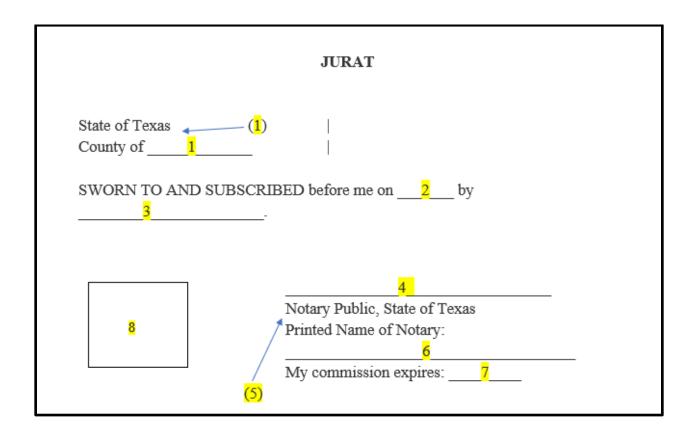
Short form

Certificate of Acknowledgment	
	Short Form
	Section 121.008
State of Texas County of 1 This instrument was acknown 3	owledged before me on2 by Notary Public, State of Texas My commission expires:6

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



- 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