

Remember: Simply signing your name and affixing your notary seal is meaningless.

Documents that require notarization

must always include a statement by the notary public.

(If the statement is not provided on the document to be notarized, then it is your responsibility, as a Wisconsin notary, to write or type the statement on the document.)

Sample statements:

If you watch someone sign a document:

State of Wisconsin
County of *(insert name of county where notarization is done)*

This document was signed before me on *(date)* by *(name of person making statement)*.

Notary's signature
Notary's expiration date
Notary's seal

If you acknowledge someone's signature:

State of Wisconsin
County of *(insert name of county where notarization is done)*

This signature was acknowledged before me on *(date)* by *(name of person whose signature is acknowledged)*.

Notary's signature
Notary's expiration date
Notary's seal

If you administer an oath:

State of Wisconsin
County of *(insert name of county where notarization is done)*

Signed and sworn to before me on *(date)* by *(name of person making statement)*.

Notary's signature
Notary's expiration date
Notary's seal

If you make a certified copy:

State of Wisconsin
County of *(insert name of county where notarization is done)*

I certify that this is a true and correct copy of a document in the possession of *(person's name whose original document you have copied and certified)*.

Dated:
Notary's signature
Notary's expiration date
Notary's seal