

## *Notarized Documents*

Documents notarized by a Florida notary maybe apostilled/certified as long as they are notarized correctly. Make sure the notarized document has a complete notarial certificate listed on the document. A notarial certificate is verbiage a notary uses when notarizing a document. The four most common examples provided by the state are listed on the following page.

We have also included four full page notary forms, one for each of the four most commonly used notarial certificates. If a notary does not have room to include the notarial certificate on the document itself, they may attach a separate page which includes this information.

We can only assist you in providing information required to meet the States requirements to issue an apostille. We can't verify the requirements of the requesting party in another country.

A document can be in any language, however the notary portion has to be in English to qualify for the apostille.

The state fee for notarized documents is \$10.00 per document. A document can be any number of pages, so long as one of the pages is notarized by a Florida Notary.

# NOTARIAL CERTIFICATES

## Notarizing an attested copy:

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, (YEAR), I attest that the preceding or attached document is a true, exact, complete, and unaltered photocopy made by me of (DESCRIPTION OF DOCUMENT) presented to me by the document's custodian, \_\_\_\_\_, and, to the best of my knowledge, that the photocopied document is neither a vital record nor a public record, certified copies of which are available from an official source other than a notary public.

*Notary Signature*

(SEAL)

PRINT, TYPE OR STAMP NAME OF NOTARY

## For an oath or affirmation:

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, (YEAR), by (NAME OF PERSON MAKING STATEMENT).

*Notary Signature*

(SEAL)

PRINT, TYPE OR STAMP NAME OF NOTARY

Personally known \_\_\_\_\_

OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

## For an acknowledgment in an individual capacity:

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, (YEAR), by (NAME OF PERSON ACKNOWLEDGING).

*Notary Signature*

(SEAL)

PRINT, TYPE OR STAMP NAME OF NOTARY

Personally known \_\_\_\_\_

OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

## For an acknowledgment in a representative capacity:

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, (YEAR), by (NAME OF PERSON) as (TYPE OF AUTHORITY, e.g. OFFICER, TRUSTEE, ATTORNEY IN FACT) for (NAME OF PARTY ON BEHALF OF WHOM INSTRUMENT WAS EXECUTED).

*Notary Signature*

(SEAL)

PRINT, TYPE OR STAMP NAME OF NOTARY

Personally known \_\_\_\_\_

OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

**THESE NOTARIAL CERTIFICATES ARE REPRINTS OF THE FORMS PROVIDED IN SECTIONS 117.05(12) & (13), FLORIDA STATUTES (1998 SUPP.). THESE FORMS DO NOT PRECLUDE THE USE OF OTHER FORMS; HOWEVER, ANY FORM THAT IS USED MUST CONTAIN ALL THE REQUIRED INFORMATION.**



Prepared by:  
The Executive Office of the  
Governor, Notary Section  
January 1, 1999

## F.S. CHAPTER 117.05

4) When notarizing a signature, a notary public shall complete a jurat or notarial certificate in substantially the same form as those found in subsection (13). The jurat or certificate of acknowledgment shall contain the following elements:

(a) The venue stating the location of the notarization in the format, "State of Florida, County of \_\_\_\_\_."

(b) The type of notarial act performed, an oath or an acknowledgment, evidenced by the words "sworn" or "acknowledged."

(c) That the signer personally appeared before the notary public at the time of the notarization.

(d) The exact date of the notarial act.

(e) The name of the person whose signature is being notarized. It is presumed, absent such specific notation by the notary public, that notarization is to all signatures.

(f) The specific type of identification the notary public is relying upon in identifying the signer, either based on personal knowledge or satisfactory evidence specified in subsection (5).

(g) The notary's official signature.

(h) The notary's name, typed, printed, or stamped below the signature.

(i) The notary's official seal affixed below or to either side of the notary's signature.

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, I attest that the preceding

or attached document is a true, exact, complete, and unaltered photocopy made by me of

\_\_\_\_\_

presented to me by the document's custodian, \_\_\_\_\_

and, to the best of my knowledge, that the photocopied document is neither a vital record nor a

public record, certified copies, of which are available from an official source other than a notary

public.

\_\_\_\_\_

Notary Signature

(Notary Seal)

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
Notary Signature

(Notary Seal)

Personally Known \_\_\_\_\_

or Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_

day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
Notary Signature

(Notary Seal)

Personally Known \_\_\_\_\_

or Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_

day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_

as \_\_\_\_\_

for \_\_\_\_\_.

\_\_\_\_\_  
Notary Signature

(Notary Seal)

Personally Known \_\_\_\_\_

or Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

I \_\_\_\_\_ the custodian of records for

\_\_\_\_\_ do attest

that the attached is a true original transcript for \_\_\_\_\_

issued by me the schools custodian of record. \_\_\_\_\_  
Custodian's Signature

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_

day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
Notary Signature

(Notary Seal)

Personally Known \_\_\_\_\_

or Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_



Example

I Jonathan Smith the custodian of records for Jonathan Smith Central University do attest that the attached is a true original transcript for Isabella Smith issued by me the schools custodian of record.

STATE OF FLORIDA

COUNTY OF LEON

The foregoing instrument was acknowledged before me this Fourth day of March, 2012, by Jonathan Smith.

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Notary Signature

(Notary Seal)

Personally Known   X  

or Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_