

Albany Notary
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Glossary of Notarial Terms

Acknowledge: To admit the existence, or truth of a statement and accept responsibility.

Acknowledgment: A formal declaration made to authoritative witness by the person who executed the document that it was freely executed.

Administer: To give or apply in a formal way.

Affiant: One who makes a swearing statement in an affidavit.

Affidavit: A written declaration made under oath before a notary public or other authorized officer.

Affirmation: To declare positively or firmly; maintain to be true. An affirmation replaces "swearing before God."

Affix: To secure (an object) to another; to attach; add to.

Apostille: Authentication document for Hague Convention members.

Appointment: The act of designating for an office or position.

Attest: To affirm to be correct, true, or genuine; corroborate.

Authenticate: To prove or verify as genuine.

Certificate: A document testifying to a fact, qualification, or promise; or 2) A written statement legally authenticated.

Civil Action: Not a criminal action. A lawsuit for the purpose of protection of private (not public) rights and compensation for their violation.

Civil Liability: The responsibility and obligation to make compensation to another person for damages caused by improper performance of duties and acts.

Commercial Paper: 1) Any of various short-term negotiable papers originating in business transactions; or 2) A document whose purpose is to transfer money such as a check, bill of exchange or draft.

Commission: A document describing the notary's appointment and term of office.

Credible Witness: A believable witness worthy of confidence. Creates a chain of personally known individuals from the notary public to the signer of a document.

Dispose: To store in an orderly manner. In relation to notarial journal, to store for seven years.

Duress: Constraint by threat, coercion.

Emboss: A pliers-like device, that when squeezed together with paper between the jaws, makes raised areas and indentations on paper. Used as a protection device. Not an official notary seal; but may be used in addition to the official notary seal.

Felony: A crime more serious than a misdemeanor and punishable by a more stringent sentence.

Journal of Notarial Acts: Notarial journal prescribed by law to record notarial acts.

Jurat: An affidavit declaring when, where, and before whom it was sworn.

Jurisdiction/Venue: The locality where a cause of action occurs. The state and county where a notarization takes place.

L.S.: Indicates where the official notary seal imprint is to be placed. Latin term Locus Sigilli means "place of the seal."

Misconduct: Behavior not conforming to prevailing standards or laws.

Misdemeanor: An offense of lesser gravity than a felony for which punishment may be a fine or imprisonment.

Oath: A statement by a person who asserts it to be true, calling upon God as witness.

Official Notary Seal: Rubber stamp that conforms to the laws and rules.

Personally Known: Familiarity with an individual resulting from interactions with that individual over a period of time sufficient to eliminate every reasonable doubt that the individual has the identity claimed.

Power of Attorney: A legal instrument authorizing one to act as another's agent or attorney.

Resignation: Written statement that one is resigning a position or office.

Revoke: To cancel or rescind.

S.S. or SCT: Indicates where the notarization is performed. Latin term Silicet means "in particular" or "namely." Commonly referred to as jurisdiction.

Satisfactory Evidence: Sufficient means of identifying a signer which meets criteria set forth by law.

Sanctions: The penalty for noncompliance specified in a law or decree.

Subscribe: To sign one's name in attestation, testimony, or consent.

Suspend: To cause to stop for a period; interrupt.

Swear/Sworn: To make a solemn promise; to vow, usually before God.

Venue/Jurisdiction: The locality where a cause of action occurs. The state and county where a notarization takes place.

Verification: A confirmation of the truth of a theory or fact.

Waiver of Fees: A statement which waives or gives up the right to charge for notarial services.

Witness: A person who watches an action take place.