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Hello Minnesota Notaries!

Welcome to our first newsletter designed for Minnesota Notaries! As a Notary Public you play a vital role in your community. To better enable you to perform your notarial duties, the Office of the Minnesota Secretary of State will periodically publish a newsletter answering frequently asked questions, giving updates on notary rules and legislative changes, and reminders for upcoming commission renewal periods.

We greatly appreciate your service to the State of Minnesota and hope you find these communications helpful as you navigate through your duties as a Minnesota Notary Public.

Did you know: **There are 94,393 active notaries in Minnesota!**

FAQ: The state seal has changed. Do I have to buy a new notary stamp?

The short answer is no. Notaries are not required to purchase a new stamp. Legislation was passed allowing notaries to continue to use their original notary stamp until its expiration, or until the notary is required to replace the stamp for another reason (i.e. name change). Of course, you may choose to replace your notary stamp at any time. Notary supply vendors and office supply stores have access to the new seal design and are able to create stamps using the new seal now. See MN Statute 359.03 subd. 3 which has been amended by Chapter 112, Article 2, Section 69.

View the updated statute

Six Steps to Notarizing a Document

Need a refresher? Here are six steps to follow when notarizing a document:

1. Verify the identity of document signers.
2. Verify a document signer's willingness to sign the document.
3. Perform the notarial act.
4. Complete the Certificate of Notarial Act, short form or "jurat," to certify that the document was signed, sworn to, or acknowledged in front of you.
   - The state (Minnesota) and the county in which you are administering the notarial act
   - The date
   - The names of the document signers
   - Your signature
   - Your title/rank (notary public)
   - The date your commission expires
5. Affix your stamp to the document.
6. Record the notarial act in your journal. (Recommended, not required by statute)

Tip: Download or print our Notary Commission Guide to use as a reference in your role as a notary!

Notary Commission Guide

What is an apostille?

As a notary public, you may be asked about *apostille*. So what is it?

An apostille is a certificate that authenticates the signature of a public official or a notary public on a document for use in another country. The Office of the Minnesota Secretary of State can issue an apostille to certify that the public official (notary public, etc.) who notarized a document was active at the time of notarization, and that the notarization was completed properly.

International officials often require document authentication to prove that the document is genuine and acceptable in another country.

Examples of documents submitted for authentication include:

- birth certificates
- adoption papers
- marriage licenses
- corporate documents
- background checks
- Power of Attorney
- deeds

Apostille FAQ for Notaries

What is the notary's role in apostille?

The only part of the apostille process that a notary is involved in is notarizing the document. Since the document is intended for use in another country, it is important that it is **properly notarized** to avoid any issues on the receiving end.

The Office of the Minnesota Secretary of State may reject improperly notarized documents, causing delays for the requestor. Examples of reasons for requesting an apostille include overseas adoptions, studying abroad, background checks for international employment, and more. Therefore, it is essential to ensure that documents are properly notarized so that apostilles can be issued promptly.

Keep in mind: For notary commissions expiring 1/31/2025, the renewal window opens **August 1, 2024!**

How to Renew Your Commission

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