

# NATIONAL NOTARY ASSOCIATION – PROFESSIONAL CODE OF CONDUCT

## 10 Guiding Principles

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- I.** The Notary shall, as a government officer and public servant, serve all of the public in an honest, fair and unbiased manner.
- II.** The Notary shall act as an impartial witness and not profit or gain from any document or transaction requiring a notarial act, apart from the fee allowed by statute.
- III.** The Notary shall require the presence of each signer and oath-taker in order to carefully screen each for identity and willingness, and to observe that each appears aware of the significance of the transaction requiring a notarial act.
- IV.** The Notary shall not execute a false or incomplete certificate, nor be involved with any document or transaction that the Notary believes is false, deceptive or fraudulent.
- V.** The Notary shall give precedence to the rules of law over the dictates or expectations of any person or entity.
- VI.** The Notary shall act as a ministerial officer and not provide unauthorized advice or services.
- VII.** The Notary shall affix a seal on every notarized document and not allow this universally recognized symbol of office to be used by another or in an endorsement or promotion.
- VIII.** The Notary shall record every notarial act in a bound journal or other secure recording device and safeguard it as an important public record.
- IX.** The Notary shall respect the privacy of each signer and not divulge or use personal or proprietary information disclosed during execution of a notarial act for other than an official purpose.
- X.** The Notary shall seek instruction on notarization, and keep current on the laws, practices and requirements of the notarial office.