

USMC
10 U.S.C. §1044a Notary Duties & Responsibilities Form
(Updated 4 Jan 17)

Rank	First Name	MI	Last Name
Billet and Command			
Initial	I have the responsibility of reading, understanding, and complying with 10 U.S.C. §1044a (as amended by FY17 NDAA, sec. 523), JAGINST 5800.7_ (series) Manual of the Judge Advocate General (JAGMAN), specifically Chapter IX regarding Notaries, and MCO 5800.16A, Marine Corps Manual for Legal Administration (LEGADMINMAN) .		
Initial	I will not engage in the practice of law and, thus, will not draft legal documents such as wills, contracts, mortgages, and deeds unless authorized to do so by my supervising attorney and under his or her direct supervision, unless I am an attorney licensed to practice law.		
Initial	I will not accept any fees or compensation for any notarial act performed in the course of my official duties.		
Initial	I will not sign my name to blank, unsigned, or incomplete instruments in my capacity as a notary.		
Initial	I will neither certify the authenticity of a document, nor will I issue “certified” or “true” copies of documents that did not originate in my legal office.		
Initial	I will not take an affidavit or an acknowledgement unless the person who signs the instrument is actually in my presence.		
Initial	I will administer oaths (if an oath is authorized or required) in person.		
Initial	I will not execute a notarial certificate containing a statement known to be false.		
Initial	I will not perform any action with the intent to deceive, such as predating or postdating a document.		
Initial	I will not delegate my authority as a notary to another person.		
Initial	I will not perform a notary act if I am a party to, directly involved, or financially interested in the		
Initial	I will not serve as witness and notary in the same transaction.		
Initial	I will not perform, nor be required to perform, a notarial act that I believe is for a transaction which I suspect: -is illegal, false, or deceptive, -is for a person being coerced, -is for a person whose demeanor causes compelling doubts about whether that person knows the consequences of the notarial act, and/or -impugns or compromises my impartiality as a notary		

ACTIVE DUTY NOTARY: I understand and acknowledge that I may be subject to administrative or disciplinary action, which may include the initiation of court martial proceedings and/or administrative separation, for failure to properly execute my official notarial duties.

Signature:

Date: