INDIANA TRADITIONAL NOTARY CERTIFICATE GUIDE

Acknowledgment - Individual Capacity. Used when an individual acknowledges that the signature is the individual's signature and was made voluntarily. For an acknowledgment, the signature may generally have been made before the notarization unless the certificate specifically requires signing before the notary.

Acknowledgment - Representative Capacity. Used when a signer acknowledges a record while acting for another person or entity, such as an officer, trustee, attorney-in-fact, or other authorized representative.

Verification on Oath or Affirmation. Used when the signer signs and swears or affirms that the statements in the record are true. Administer the oath or affirmation before completing the certificate.

Witnessing or Attesting a Signature. The signer must sign before the notary. If already signed, the signer should sign again in the notary's presence when this is the requested act.

Important: These are unbranded loose certificate templates for traditional, in-person Indiana notarizations. They are not RON certificates. The document or signer must determine the requested notarial act; the notary should not choose a form when doing so would constitute legal advice.

For documents intended for county recording, additional Indiana recording requirements may apply to the underlying instrument, including prepared-by/redaction statements, margins, printed names, and other statutory requirements. A loose notarial certificate does not by itself make the underlying document recordable.