Remember: Simply signing your name and affixing your notary seal is meaningless.

**Documents that require notarization**

**must always include a statement by the notary public.**

(If the statement is not provided on the document to be notarized, then it is your responsibility, as a Wisconsin notary, to write or type the statement on the document.)

**Sample statements:**

*If you watch someone sign a document:*

State of Wisconsin  
County of (insert name of county where notarization is done)  

This document was signed before me on (date) by (name of person making statement).  

Notary’s signature  
Notary’s expiration date  
Notary’s seal

*If you administer an oath:*

State of Wisconsin  
County of (insert name of county where notarization is done)  

Signed and sworn to before me on (date) by (name of person making statement).  

Notary’s signature  
Notary’s expiration date  
Notary’s seal

*If you acknowledge someone’s signature:*

State of Wisconsin  
County of (insert name of county where notarization is done)  

This signature was acknowledged before me on (date) by (name of person whose signature is acknowledged).  

Notary’s signature  
Notary’s expiration date  
Notary’s seal

*If you make a certified copy:*

State of Wisconsin  
County of (insert name of county where notarization is done)  

I certify that this is a true and correct copy of a document in the possession of (person’s name whose original document you have copied and certified).  

Dated:  
Notary’s signature  
Notary’s expiration date  
Notary’s seal