

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
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
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
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
Seal