

Instructions for Notaries Public

In executing an act for recordation in Louisiana, please observe the following requirements:

YOU MUST INCLUDE A COPY OF THE APPEARER(S) DRIVER'S LICENSE WITH THE ORIGINAL EXECUTED DOCUMENTS BEFORE RETURNING THEM TO COMMERCE TITLE. FUNDS WILL NOT BE WIRED WITHOUT A LEGIBLE AND VALID PHOTO ID.

1. The parties that are to execute the act must appear before a notary public and have two (2) witnesses.
2. The witnesses must not be parties to the instrument.
3. The notary public cannot serve as a witness.
4. The two witnesses should sign the document after the parties have signed.
5. The notary public must affix a seal to the act.
6. Certification by the clerk of court that the notary is commissioned is not required in Louisiana.
7. Notaries should print or type the full names of the witnesses and the name of the notary under their respective signatures.
8. Witnesses must be at or over the age of eighteen (18).
9. The instrument must be dated.
10. If a party does not know how to sign, the notary should have the party affix his mark to the instrument. If signed by mark, the instrument should recite the reason, so as to negate blindness.

**ATTENTION NOTARY PUBLIC:
PLEASE SIGN AND AFFIX YOUR
SEAL DIRECTLY ON THE DOCUMENT.
DO NOT ATTACH JURATS OR
ACKNOWLEDGEMENTS. THANK YOU.**