

SAMPLE FORMS

In the following examples a personalized seal means: the words "Notary Public, State of Texas" around a star of five points, the Notary Public's name, and the date the Notary Public's commission expires.

ACKNOWLEDGMENTS

I. Form for Ordinary Certificate of Acknowledgment

State of Texas
County of _____

Before me, (insert the name and character of the officer), on this day personally appeared _____, known to me (or proved to me on the oath of _____ or through (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, (year).

(Personalized Seal)

Notary Public's Signature

II. Short Forms

A. For a natural person acting in his/her own right:

State of Texas
County of _____

This instrument was acknowledged before me on (date) by (name or names of person or persons acknowledging).

(Personalized Seal)

Notary Public's Signature

B. For a natural person as principal acting by attorney-in-fact:

State of Texas
County of _____

This instrument was acknowledged before me on (date) by (name of attorney-in-fact) as attorney-in-fact on behalf of (name of principal).

(Personalized Seal)

Notary Public's Signature

C. For a partnership acting by one or more partners:

State of Texas
County of _____

This instrument was acknowledged before me on (date) by (name of acknowledging partner or partners), partner(s) on behalf of (name of partnership), a partnership.

(Personalized Seal)

Notary Public's Signature

D. For a corporation:

State of Texas
County of _____

This instrument was acknowledged before me on (date) by (name of officer), (title of officer) of (name of corporation acknowledging), a (state of incorporation) corporation, on behalf of said corporation.

(Personalized Seal)

Notary Public's Signature

E. For a public officer, trustee, executor, administrator, guardian, or other representative:

State of Texas
County of _____

This instrument was acknowledged before me on (date) by (name of representative) as (title of representative) of (name of entity or person represented).

(Personalized Seal)

Notary Public's Signature

F. Form of Certificate for Proof by Witness

State of Texas
County of _____

Before me, (insert the name and character of the officer), on this day personally appeared _____, known to me (or proved to me on the oath of _____), to be the person whose name is subscribed as a witness to the foregoing instrument of writing, and after being duly sworn by me stated on oath that he saw _____, the grantor or person who executed the foregoing instrument, subscribe the same (or that the grantor or person who executed such instrument of writing acknowledged in his presence that he had executed the same for the purposes and consideration therein expressed), and that he had signed the same as a witness at the request of the grantor (or person who executed the same.)

Given under my hand and seal of office this _____ day of _____, (year).

(Personalized Seal)

Notary Public's Signature

JURAT

State of Texas
County of _____

Sworn to and subscribed before me on the _____ day of _____, (year), by (name of signer).

(Personalized Seal)

Notary Public's Signature

VERIFICATIONS

Form 1:

State of Texas
County of _____

_____, personally appeared before me, and being first duly sworn declared that he/she signed this application in the capacity designated, if any, and further states that he/she has read the above application and the statements therein contained are true.

(Personalized Seal)

Notary Public's Signature

Form 2:

State of Texas
County of _____

Before me, a notary public, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that the statements therein contained are true and correct.

(Personalized Seal)

Notary Public's Signature

OATH OR AFFIRMATION

State of Texas
County of _____

I, (affiant), do solemnly swear (or affirm), that I will faithfully execute the duties of the office of _____ of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

Signature of Affiant

Sworn to and subscribed before me by (affiant) on this _____ day of _____, (year).

(Personalized Seal)

Notary Public's Signature

STATEMENT OF OFFICER

I, (affiant), do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING STATEMENT AND THAT THE FACTS STATED THEREIN ARE TRUE.

Date

Affiant's Signature

DEPOSITION

Certificate to Deposition Upon Written Questions

State of Texas
County of _____

(Plaintiff)

v.

(Defendant)

) In the _____ Court
) of _____ County, Texas
) Cause No. _____

I hereby certify that the foregoing answers of _____, the witness forenamed, were signed and sworn to before me on (date), by said witness.

(Personalized Seal)

Notary Public's Signature

PROTESTS

(Insert bill or note or copy thereof)

United States of America
State of Texas
County of _____

Be it known that on the _____ day of _____, (year), at the request of (name), of _____, I, (Notary Public's name), a Notary Public duly commissioned and sworn, residing in _____ County, Texas, did present the original (instrument), hereto attached, for \$ _____, with accrued interest thereon of \$ _____, dated _____, and demanded payment (or acceptance) thereof, which was refused.

Whereupon I, at the request of the aforesaid _____, did protest, and by these presents do protest, as well against the drawer, maker, endorsers, and acceptors of said instruments as against all others whom it may concern, for exchange, costs, charges, damages, and interest already incurred and hereinafter to be incurred by reason of non-payment thereof. I further certify that on (date), notice in writing of the foregoing presentment, demand, refusal and protest was given by (persons and status) by depositing notices thereof in the post office at _____, Texas, postage paid, directed as follows: _____ . I further certify that notices were left as follows:

Notice left for _____ at _____
Notice left for _____ at _____

Each of the named places the reputed place of residence of the person for whom the notice was left.

In testimony whereof I have hereunto set my hand and affixed my seal of office at _____, Texas, on _____ day of _____, (year).

(Personalized Seal)

Notary Public's Signature

(List fees and expenses to include postage)

CERTIFIED COPY OF A NON-RECORDABLE DOCUMENT

State of Texas
County of _____

On this _____ day of _____, (year), I certify that the preceding or attached document, and the duplicate retained by me as a notarial record, are true, exact, complete, and unaltered photocopies made by me of (description of document), presented to me by the document's custodian, _____, (*held in my custody as a notarial record) and that, to the best of my knowledge, the photocopied document is neither a public record nor a publicly recordable document, certified copies of which are available from an official source other than a notary.

(Personalized Seal)

Notary Public's Signature

This phrase would be inserted and the proceeding phrase, "presented to me by the document's custodian", would be deleted in the event a person was requesting a certified copy of the Notary Public's journal.