



STATE OF MICHIGAN  
OFFICE OF THE GREAT SEAL  
LANSING

## Notaries cannot:

- Notarize a document without witnessing a signature.
- Make a true copy statement.
- Make a certification statement regarding a person, business, or document.  
Examples: Stating a person is alive. Stating a business is incorporated under the laws of a particular state. State the qualifications of a person.
- Notary cannot be a witness on the same document they notarize.
- Cannot include the term Notario Publico/ Notaria Publica in their notarization or be referred to as Notario Publico/ Notaria Publica within the document.
- Be stated in the beginning of the document and state the whole document.
- A Notary cannot perform a notarial act for a direct lineal ancestor or family member as listed below.
  - Spouse
  - Grand and Great Grand Parents
  - Parents
  - Children
  - Grand and Great Grandchildren
  - Stepchildren
  - Siblings
  - Half Siblings
  - In-Laws (current)

Note: A Notary public may perform notarizations for Aunts, Uncles, Cousins, former spouses and former in-law

- Notarize a document in which the notary has a financial interest in.
- Cannot charge over \$10.00 for their notarization. They may charge extra for travel, but this must be agreed upon before the notarization.



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- Notary cannot charge a fee to make a correction to their notarization.
- If using Electronic or Remote notarization, notary cannot charge a travel or convenience fee.
- Notaries elements, either written, stamped, or embossed cannot make any portion of the document illegible.
- Cannot notary stamp or notary emboss pages to show a page belongs within the document. Every stamp or embossing is considered a notarization and requires witnessing a signature and having all the elements of a proper notarization.