



# NOTARY PUBLIC SERVICES

Thank you for coming to Sandia Laboratory Federal Credit Union for your Notary Public needs. Notaries Public are governed by New Mexico State Law. Because Notaries Public are limited by law in what they can and cannot notarize, we may be unable to fulfill your request. Notaries are not lawyers or legal advisors; they provide a service to defend against fraud and forgery and serve to verify the signer's identity and willingness to sign.

## SERVICES WE OFFER

SLFCU Notaries can perform the following notarial acts:

- **Acknowledgments:** Certify that the signer personally appeared before the Notary, positively identify the signer, and acknowledge the signing of the document.
- **Jurats:** Certification that the signer who appeared before the Notary was positively identified, that the signer affirms the truthfulness of the document, and that the document was signed in the Notary's presence.
- **Copy Certificates:** A Notary may make or supervise the making of a photocopy of a document that is not a vital or public record and attest to the trueness of the copy.

## NOTARY OBLIGATIONS

Our Notaries are required to perform the following actions when notarizing documents:

- Determine that you are signing the document of your own free will.
- Verify your identity by reviewing the proper identification (such as a government-issued ID).
- Maintain a journal to record all notarial acts. The Notary will ask you to sign his or her journal as a record of the transaction.
- Establish the competence of each signer. Notaries determine whether drugs, alcohol, or any traumatizing incident may be influencing the signer's decision.
- Determine that the individual signing has an understanding of the document(s) being notarized.

## SERVICES WE CANNOT OFFER

SLFCU cannot provide or perform the following types of services related to your notarial request:

- **Witnesses:** If your document requires that it be signed in front of a witness, please provide your own witness. A witness should be someone who knows you, as they may have to testify about the document.
- **Certificate wording:** If your document does not contain notarial certificate wording, we cannot determine the type of notarial act or certificate to be used.
- **Interpretations:** A non-attorney cannot assist another person in drafting, selecting, or understanding a document or transaction requiring a notarial act.
- **Certain copies:** We cannot certify or authenticate a photograph or other vital, holographic, or recordable documents, such as birth certificates, death certificates, or marriage licenses.
- **Altered or incomplete documents:** If your document has been altered through erasure, correction fluid, or missing pages, we cannot notarize it for you.
- **Foreign Languages:** We cannot use an interpreter in the notarial act because the Notary must communicate directly with the document signer in order to screen for identity, willingness, and awareness.
- **SLFCU Notaries are not a Notario Publico.** In Latin America, a Notario Publico is a high-ranking official like a judge or an attorney. Unlike a Notario Publico, a U.S. Notary is unable to prepare legal documents or give advice on immigration or other matters.

## Contact Us:

505.293.0500 | 800.947.5328 | [www.slfcu.org](http://www.slfcu.org)