



## NEW JERSEY NOTARY PUBLIC MANUAL

(revised March 21, 2003)

### INTRODUCTION

The office of Notary Public is a vital public function. Notaries are called upon to perform many valuable services for New Jersey's business, legal and financial communities. Effective notary services help to ensure that documents are properly executed, that facts are duly certified, and above all, that the general public is protected from fraud. Notarization is essential for many official documents including mortgages, deeds, contracts, and various corporate transactions.

This manual is designed to provide Notaries with practical guidance on how to perform notary services. By following the manual's guidelines, Notaries will operate from a structured procedural foundation and thereby help foster the levels of diligence and accuracy required for the on-going success of the office.

The Division of Revenue's Business Support Services Bureau serves as the administrative agency for the Notary Public program in New Jersey. To contact the Bureau, [e-mail us](#) or write:

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