

## NOTARY REGULATIONS

CESP	CAEP	Topic/Issue
X	X	<b>AUTHORITY</b>
X		• Secretary of State-Governing Body
X	X	<b>NOTARY APPOINTMENT:</b>
X		• Eligibility
X		• Requirements
X		• Term
X	X	• Jurisdiction
X		<b>DUTY AND PURPOSE</b>
X	X	<b>SEAL</b>
X	X	• Contents
X	X	• States in which seal is required
X		<b>RECORD BOOK</b>
X		• Purpose
X		• Recordkeeping Requirements
X		○ Date of each instrument notarized
X		○ Date of the notarization
X		○ Name of signer, grantor or maker
X		○ Signer's, grantor's or maker's residence or alleged residence
X		○ Signer, grantor or maker is personally known by the Notary Public
X		<i>f</i> Method of Identification
X		... I.D. card issued by government agency or US Passport
X		... Personal Knowledge or Introduction to Notary Public
X		○ Name and resident of any witness, if required by the document
X		○ Name and residence of grantee
X		○ Name of original grantee if the land is being conveyed and county where the land is located
X		○ Brief description of the instrument
X	X	• Disposition upon Death
X	X	<b>AUTHORITY OF NOTARY</b>
X	X	• Scope of Notary Public Authority in the Title Industry
X	X	○ Take acknowledgments and/or jurats
X	X	<b>REJECTION, SUSPENSION OR REVOCATION</b>
X	X	• Prohibited Acts by a Notary Public resulting in a Class A Misdemeanor
X		○ Unauthorized Practice of Law
X		○ Prepare, draft, select or give advice concerning legal documents

## NOTARY REGULATIONS

CESP	CAEP	Topic/Issue
X		<ul style="list-style-type: none"> <li>○ Translate the term “Notary Public” in Spanish “Notario Publico”</li> </ul>
X		<ul style="list-style-type: none"> <li>○ Overcharge for notary public services</li> </ul>
X		<ul style="list-style-type: none"> <li>○ Notarizes a document without the signer being present</li> </ul>
X	X	<ul style="list-style-type: none"> <li>○ Notarize one’s own signature</li> </ul>
X	X	<ul style="list-style-type: none"> <li>○ Signs a notarial certificate under any other name than the one under which the notary was commissioned</li> </ul>
X	X	<ul style="list-style-type: none"> <li>○ Fail to attach a notary seal to any document a notary notarizes</li> </ul>
X		<b>FEES</b>
X		<ul style="list-style-type: none"> <li>• Maximum Fees established by Tex. Gov’t. Code 406.024</li> </ul>
X		<b>REAPPOINTMENT</b>
X		<ul style="list-style-type: none"> <li>• Not earlier than 90 days prior to expiration of current notary term</li> </ul>
X		<ul style="list-style-type: none"> <li>• New qualification required if term expires</li> </ul>
X		<b>SECTION 406.017 OFFENSES</b>
X		<ul style="list-style-type: none"> <li>• A final conviction for crime involving moral turpitude</li> </ul>
X		<ul style="list-style-type: none"> <li>• A false statement knowingly made in an application</li> </ul>
X		<ul style="list-style-type: none"> <li>• The failure to comply with Section 406.017</li> </ul>
X		<ul style="list-style-type: none"> <li>• A final conviction for a violation of a law concerning the regulation of the conduct of notaries public in this or another state</li> </ul>
X		<ul style="list-style-type: none"> <li>• The failure to fully and faithfully discharge any of the duties or responsibilities of a Notary Public</li> </ul>
X	X	<b>CHANGE OF ADDRESS</b>
X		<ul style="list-style-type: none"> <li>• Time Limit</li> </ul>
X		<ul style="list-style-type: none"> <li>• Who to Notify</li> </ul>