

## **Sample Forms**

“(Personalized Seal)” in the following examples means a seal containing 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. For notaries commissioned or recommissioned on and after January 1, 2016, the seal must also contain the notary public's Secretary of State ID number.

### **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, an authorized officer, or an agent:**

State of Texas  
County of \_\_\_\_\_

This instrument was acknowledged before me on (date) by (name of acknowledging partner, partners, authorized officer, or agent), (partner(s), authorized officer, or agent) 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 limited liability company:**

This instrument was acknowledged before me on (date) by (name of acknowledging member, manager, authorized officer, or agent) a (member, manager, authorized officer, or agent) of (name of limited liability company), a limited liability company.

(Personalized Seal)

\_\_\_\_\_  
Notary Public's Signature

**F. 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

**G. 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

**DEPOSITION**

**Certificate to Deposition Upon Written Questions**

State of Texas  
County of \_\_\_\_\_

(Plaintiff)

) In the \_\_\_\_\_ Court

v.

) of \_\_\_\_\_ County, Texas

(Defendant)

) 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

**CERTIFIED COPY OF A NOTARIAL RECORD**

State of Texas  
County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, (year), I certify, pursuant to Tex. Gov't Code §406.014(c), that the preceding or attached document is a true, exact, complete, and unaltered copy made by me of (description of notarial record), the original of which is held in my custody as a notarial record.

(Personalized Seal)

\_\_\_\_\_  
Notary Public's Signature

**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, is a true, exact, complete, and unaltered copy made by me of (description of document), presented to me by the document's custodian, \_\_\_\_\_, 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

**DECLARATION OF AUTHENTICITY BY A NOTARY PUBLIC**

**(Declaration that is to be attached to a printed paper copy of an electronic record that is to be recorded in the real property records on the county level pursuant to Sec. 12.0013, Texas Property Code.)**

State of Texas  
County of \_\_\_\_\_

The attached document, (insert title of document), dated (insert date of document) and containing \_\_\_\_ pages, is a true and correct copy of an electronic record printed by me or under my supervision. At the time of printing, no security features present on the electronic record indicated any changes or errors in an electronic signature or other information in the electronic record after the electronic record's creation or execution.

This declaration is made by me under penalty of perjury, and signed this \_\_\_\_\_ day of \_\_\_\_\_, (year).

(Personalized Seal)

\_\_\_\_\_  
Notary Public's Signature  
\_\_\_\_\_  
Printed Name of Notary Public