The American Association of Notaries
Principles of Ethical Conduct for Notaries Public

1. Notaries public shall conduct themselves in a manner consistent with that of any other ministerial or quasi-judicial public official.

2. Notaries public shall act as public servants in the name of the people of the states where they are commissioned.

3. Notaries public shall treat all constituents with equality and dignity, as all people are created equal.

4. Notaries public shall take acknowledgments, administer oaths, and perform other notarial acts in the manner required by the laws of their states and shall always administer oaths verbally when required by law.

5. A notary public shall not take the acknowledgment of an instrument or administer an oath if the person who is giving the acknowledgment or taking the oath is neither personally known to the notary nor has provided satisfactory evidence that he or she is the person described in and who executed the foregoing instrument.

6. A notary public shall not perform a notarial act if the performance thereof will result in the notary receiving any profit, gain, or emolument other than the fees allowed by law for the notarial service.

7. A notary public shall keep a permanent, bound record of his or her notarial acts, in accordance with the laws of his or her state, if applicable, and shall keep such records confidential and not open to public inspection except as otherwise required by law.

8. Notaries public shall keep their seals of office in their exclusive possession and will not allow any other individual to access the same.

9. A notary public shall stay informed as to the laws regarding notaries in his or her state.

10. A notary public shall not issue a false or fraudulent certificate or participate in any false or fraudulent transaction.

11. Notaries public shall conduct themselves in a manner which will bring dignity and respect to the office of notary public and which shall bring credit to the American Association of Notaries.

Adopted by the American Association of Notaries
February 10, 2012