1 CITY HALL PLACE, THIRD FLOOR
PUEBLO, COLORADO 81003

city of PUEBLO colorado

DEPARTMENT OF LAW

TELEPHONE: (719)562-3899
FAX NO. (719)562-3889

TO: Brenda Armijo, Acting City Clerk

FROM: Daniel C. Kogovsek, City Attorney

RE: Jurat and Form of Acknowledgments

DATE: January 9, 2018

Various documents which require an acknowledgment or oath or affirmation must be completed in conformity with applicable legal requirements. The form of acknowledgments is established by the Uniform Recognition of Acknowledgments Act, C.R.S. §12-55-201 et seq. (the "Act") which all Colorado notaries should be familiar with. In order to assist you and the City's Administrative Technicians who typically notarize documents, we provide the following:

(A) A "JURAT" is a clause at the end of an affidavit after the signature of the affiant, showing where and by whom it was sworn to or affirmed. The qualified officer taking the oath must place the person under his oath or affirmation and have signed in the presence of the qualified officer. In a Jurat, the signer is stating that the information in the document is true and correct. The signer must be placed under oath and the document must be signed in the presence of the Notary. Various statutes may prescribe the exact form required. However, generally these will include at least the following content:

STATE OF _____)
) ss.
COUNTY OF _____)

Subscribed and affirmed, or sworn to, before me in the County of _____, State of _____, this ____ day of _____, 20__, by [name of person].

Witness my hand and official seal. [S E A L]

My commission expires: _____

_____
Notary Public (or official title)

(B) An "ACKNOWLEDGMENT" is a declaration or admission of a person's acts and deeds before a qualified official. The person taking an acknowledgment shall certify that the person acknowledging appeared before him and acknowledged he executed the instrument; and,

the person acknowledging was known to the person taking the acknowledgment or the person taking the acknowledgment had satisfactory evidence that the person acknowledging was the person described in and who executed the acknowledgment. In an Acknowledgement, the signer is not stating that the information in the document is true and correct, but the signer is stating that the signature is his and that he understands what he is signing and he is signing freely and is not under any compulsion to sign. The forms of acknowledgment are:

(1) For an individual acting in his own right:

STATE OF _____)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this (date) by (name of person acknowledged).

Witness my hand and official seal. [S E A L]

My commission expires: _____

_____
Notary Public (or official title)

(2) For a corporation: (Instrument must be signed by the president or vice-president.

STATE OF _____)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this (date) by (name of officer) as (title of officer) of the (name of corporation) a (state of incorporation) corporation.

Witness my hand and official seal. [S E A L]

My commission expires: _____

_____
Notary Public (or official title)

(3) For a partnership:

STATE OF _____)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this (date) by (name of acknowledging partner), as a general partner of (name of partnership), a partnership.

Witness my hand and official seal. [S E A L]

My commission expires: _____

_____ Notary Public (or official title)

(4) For a joint venture:

STATE OF _____)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this (date) by (name of joint venturers), as all of the joint venturers of (name of joint venture), a (state of joint venture) joint venture [or as all of the joint venturers authorized to act on behalf of the joint venture].

Witness my hand and official seal. [S E A L]

My commission expires: _____

_____ Notary Public (or official title)

(5) For an individual acting as principal by an attorney in fact (power of attorney):

STATE OF _____)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this (date) by (name of attorney in fact) as attorney in fact for (name of principal).

Witness my hand and official seal. [S E A L]

My commission expires: _____

_____ Notary Public (or official title)

(6) For a limited liability company:

STATE OF _____)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this (date) by (name of manager(s) or member(s)) as manager(s) or member(s) of (name of limited liability company), a (state of organization) limited liability company.

Witness my hand and official seal. [S E A L]

My commission expires: _____

_____ Notary Public (or official title)

(7) For a trust:

STATE OF _____)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this (date) by (name of trustee(s)) as the trustee(s) of the (name of trust), a (state of organization) trust [or as the sole trustee authorized to act on behalf of the trust].

Witness my hand and official seal. [S E A L]

My commission expires: _____

_____ Notary Public (or official title)

(8) For a fiduciary:

STATE OF _____)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this (date) by (name of personal representative, guardian, conservator) as (personal representative, guardian, conservator) of the estate of (name of estate) (deceased, ward, protected person).

Witness my hand and official seal. [S E A L]

My commission expires: _____

_____ Notary Public (or official title)

(9) For the City of Pueblo:

STATE OF COLORADO)
) ss.
COUNTY OF PUEBLO)

The foregoing instrument was acknowledged before me this (date) by (name of president of the City Council) as President of the City Council of Pueblo, a Colorado Municipal Corporation.

Witness my hand and official seal. [S E A L]

My commission expires: _____

_____
Notary Public (or official title)

If you have any questions, please contact me.

DCK/jp