

ACKNOWLEDGMENT GUIDE

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 _____)

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)

