THE AMERICAN ASSOCIATION OF NOTARIES
Principles of Ethical Conduct for Notaries Public

1.   A Notary Public shall conduct himself in manner consistent with that of any other ministerial or quasi-judicial public official.

2.   A Notary Public shall act as a public servant in the name of the people of the state where he is commissioned.

3.   A Notary Public shall treat all constituents with equality and dignity, as all men are created equal.

4.   A Notary Public shall take acknowledgments, administer oaths and perform other notarial acts in the manner required by the laws of his state, and shall always administer an oath 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 not either personally known to the notary or has provided satisfactory evidence that he 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 notarial acts, in accordance with the laws of his state, if applicable, and shall keep such records confidential and not open to public inspection except as otherwise required by lwa.

8.   A Notary Public shall keep his seal of office in his 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 state.

10.   A Notary Public shall not issue a false or fraudulent certificate or participate in any false or fraudulent transaction.

11.   A Notary Public shall conduct himself 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