

## **The Ethical Notary**

A Georgia notary public is an officer of the state and as such is expected to perform within the laws of the State of Georgia. The notary also holds the public trust and must never violate that trust. A notary will be asked to perform notarial acts involving a variety of documents, some of which will be of a sensitive nature to the signer. The integrity and professionalism of the notary should never come into question.

Members of the American Society of Notaries follow a simple and dignified Code of Ethics.

### **Code of Ethics of the American Society of Notaries**

I, a member of the American Society of Notaries, having accepted the responsibilities of the office of Notary Public, in order to faithfully discharge my duties with both competence and integrity, resolve to adhere to the following standards of conduct:

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To uphold the trust placed in me by the public I serve; To maintain a professional manner suitable to the office I hold; To treat each individual fairly and equally, with kindness and respect; To always be satisfied that the individual appearing before me understands the contents of the document to be executed or oath to be administered before proceeding; To always satisfy myself as to the identity of the individual appearing before me in my capacity as Notary Public; To not betray the confidence of any individual appearing before me; To never perform any notarial act in which I am a party in interest or from which I stand to benefit; To never divulge the contents of any document nor the facts of execution of that document without proper authority; To keep informed of the law regarding the duties and power of the office of Notary Public in my jurisdiction and not compromise that law; To not use the office of notary public as a means of financial gain, for myself or others, in any other business or profession; To exercise extreme care to insure that the notarial seal, stamp and records are kept in a safe place and are not used by any other person; To always conduct myself and perform my duties in a manner that will bring credit to my office, the Society and myself.

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*Adopted by the American Society of Notaries Board of Directors May 4, 1980*

-Lost or Stolen Notary Seals MUST be reported in writing at the Clerk's Office within 10 days. -Name/Address changes MUST be processed at the Clerk's Office within 30 days of change.

-Notary Renewal Application must be complete and processed at Clerk's Office within the 30 days prior to expiration.

-Georgia Notary Handbook ([www.gsccca.org](http://www.gsccca.org)) & Notary Public Record Book are both HIGHLY recommended.