



NOTARY INSTRUCTIONS

This document **WILL NOT** be recordable in Hawaii unless these Notary Instructions are followed.

1. TO LOCATE A NOTARY PUBLIC:

IN THE UNITED STATES: Look under NOTARY PUBLIC in the yellow pages of your telephone directory. Most banks, savings & loans, and law firms have notaries. **Note:** Certain states give attorneys notary powers by statute.

OUTSIDE THE UNITED STATES:

- A. Countries covered by the Hague Convention: Locate countries under the Hague Convention by visiting http://www.hcch.net/index_en.php?act=states.listing. **Note:** The title "Apostille (Convention de la Haye du 5 octobre 1961)" must be in French. If the acknowledgment is in a foreign language, it must be translated into English. The translator must include his/her credentials in the translation and must certify that "the translation is a true and correct translation of the acknowledgment". A sample of the apostille may be found at: <http://hcch.e-vision.nl/upload/apostille.pdf>.
- B. Countries not covered by the Hague Convention:
- 1) Go to the nearest United States Embassy or American Consulate, either of which will have someone who is authorized to take acknowledgments;
OR
 - 2) Use your local notary public and forward the document to a United States Embassy or American Consulate to have the notary's signature authenticated.

EXCEPTION: Military personnel may use the Legal Officer in their Legal Department. As part of the Terrorist Act, neither venue nor seal are required. Only rank and arm of service are required.

2. **IDENTIFICATION:** You will need a valid, current form of identification containing your picture and signature. Acceptable forms of identification include a driver's license, state identification card, military identification card or passport. **Note:** For acknowledgments outside the United States, check with the notary public and/or the United States Embassy or American Consulate for specific identification requirements.
3. **SIGNING:** Please sign the original and all copies of the document in black or blue ink, in the presence of the notary public. **Note:** If you are signing on behalf of your corporation, and your corporate documents require the use of a corporate seal, affix the corporate seal to the original and all copies of the document.
4. **ALTERATIONS:** Documents cannot be altered. **EXCEPTION:** If there are interlineations, deletions or erasures:
- A. **Signing in Hawaii:** The **notary public** must place his/her/their initials in the margin alongside the line(s) being changed.
 - B. **Signing elsewhere:** The notary public and/or all parties signing must place his/her/their initials in the margin alongside the line(s) being changed, depending on applicable law.
5. **DOCUMENT REVIEW:** Check the original and all copies of the document to make sure that the notary public has completed the venue, acknowledgment, affixed his/her seal, and noted his/her commission expiration date, if applicable.