

# UNION COUNTY SURROGATE'S COURT

JAMES S. LACORTE  
SURROGATE

JO ANN SCHWAB  
DEPUTY SURROGATE

ARLENE VERNIERO

## Instructions for Notary Public

You are asked to take the signature of the Applicant to be the representative of an estate. In order to have some knowledge of what they are signing we have sent them a similar notice as to what each document represents. What is required of you is the following:

1. The person or persons should appear before the Notary and show at least one form of identification that provides a physical description of the signer.

Once the prerequisites of personal appearance and positive ID are addressed the Notary should:

2. Review the document presented for completeness.
3. Insure that the signer understands the title of the document and is signing freely and willingly.
4. Place your signature where the acknowledgement for a Notary is required along with your stamp / seal. The applicant's signature should be taken first and signed the way the papers are prepared. (Sr., Jr., middle initial etc.)
5. Sign, date and stamp an acknowledgment certificate. The stamp of the Notary should include the date on which the Notary's commission expires.
6. The stamp should be placed next to not over the Notary's signature.

Once all these items are completed you are asked to sign the  
CERTIFICATE OF AUTHENTICATION

This is our proof that all the requirements of New Jersey State Law have been adhered to.

Return all documents to:

The Union County Surrogate  
2 Broad Street  
Elizabeth, New Jersey 07207

Thank you for your cooperation

COURT HOUSE  
2 BROAD STREET  
ELIZABETH, N.J. 07207  
908.527.4280 FAX 908.351.9212