

What is a proper acknowledgment for recording?

Required for Deeds, Mortgages, Leases, Memorandum of Lease,
Assignments, Satisfactions and Letters of Attorney

An acknowledgment is an official act performed by a notary (or certain governmental or judicial officials). In performing this act, the notary is not only verifying the identity of the person signing the document, but is also requiring the person to acknowledge they understand what they are signing and are doing so willingly. The document must include a “certificate”, which is a paragraph after the signature that (in Pennsylvania) must include the following:

- (1) WHERE the document was signed (County and State)
- (2) The DATE the document was signed
- (3) WHO signed the document. The Grantor/Mortgagor/Lessor named in the document must sign. If the person signed on behalf of an entity such as a corporation or trust, or using a Power of Attorney, it must state the name of the person who signed, the name of the entity they signed for, and in what capacity. See examples on reverse.
- (4) Must say the person signing **acknowledged** they signed the document
- (5) The notary’s signature
- (6) The notary’s official stamp (MUST be stamped clearly)

IMPORTANT NOTE: A certificate that simply says “Sworn to before me this ____ day of ____” is a different notarial act called Oath/Affirmation, and is NOT sufficient to meet recording requirements. Likewise, “Signed before me this ____ day of ____” is a notarial act called Witnessing or Attesting a Signature, and is NOT sufficient to meet recording requirements. In addition, the mere existence of the notary’s signature and stamp on the document under or near the person’s signature without a certificate is not a notarial act at all, and is NOT sufficient to meet recording requirements.

When the notarial act is performed in another state (within the U.S.), the acknowledgment must comply with the rules for notarial acts within that state. Notarial acts performed outside the U.S. require an apostille from that country and must have a certified translation into English, if applicable.

EXAMPLES:

(These meet the MINIMUM requirements)

State of New York
County of Broome

This record acknowledged before me on 10/16/2024 by John Hancock as President of Hancock Enterprise Corp.

MEGAN CURINGA
Notary Public, State of New York
No. 02CR6164716
Residing in Broome County
My commission expires 04/30/2027

Megan Curinga
Notary Public

Commonwealth of Pennsylvania
County of Susquehanna

This record acknowledged before me on 10/16/2024 by John Hancock as Trustee of the Hancock Family Trust.

Commonwealth of Pennsylvania – Notary Seal
Winnie Smithfield, Notary Public
Susquehanna County
My commission expires March 29, 2027
Commission Number 1214665

Winnie Smithfield
Notary Public

Commonwealth of Pennsylvania
County of Susquehanna

This record acknowledged before me on 10/16/2024 by John Hancock as Agent for Mildred Hancock by Power-of-Attorney.

Commonwealth of Pennsylvania – Notary Seal
Winnie Smithfield, Notary Public
Susquehanna County
My commission expires March 29, 2027
Commission Number 1214665

Winnie Smithfield
Notary Public