

GLOSSARY



ACKNOWLEDGEMENT: A declaration by an individual before a notarial officer that:

(1) the individual has signed a record of the purpose stated in the record; and

(2) if the record is signed in a representative capacity, the individual signed the record with proper authority and signed it as the act of the individual or entity identified in the record.

ADMINISTER: To perform a notarial act.

AFFIDAVIT: A sworn written statement. **See Verification on Oath or Affirmation.**

AFFIRMATION: A declaration before a notarial officer, that a statement in a record is true.

APOSTILLE: Authentication issued by the Secretary of State, verifying that a document was signed and sealed by an elected or appointed official commissioned by the state.

APPLICANT: An individual submitting an application.

APPLICATION: A form prescribed by the department of state.

APPOINTEE: An individual who has been appointed to the office of Notary Public by the Secretary of State.

APPOINTMENT: Assignment to the office of Notary Public.

BASIC EDUCATION COURSE: An approved three-hour education course providing foundational instruction about Pennsylvania notarial rules and regulations for applicants who do not hold a notary commission.

BOND: A financial guarantee primarily issued by an insurance company.



BUREAU: The Bureau of Commissions, Elections and Legislation.

CERTIFICATE: The wording customarily at the lower portion of a document or attached to the document containing details about the type of notarial act that was performed and the notarial official's title and signature.

CONVICTION: Whether or not judgment of sentence has been imposed, any of the following:

- (1) An entry of a plea of guilty or nolo contendere.
- (2) A guilty verdict, whether after trial by judge or by jury.
- (3) A finding of not guilty due to insanity or of guilty but mentally ill.

COMMISSION: Authority to perform the duties and responsibilities of a notary public.

DEPARTMENT: The Department of State of the Commonwealth

ELECTRONIC: Relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic or similar capabilities.

ELECTRONIC SIGNATURE: An electronic symbol, sound or process attached to or logically associated with a record and executed or adopted by an individual with the intent to sign the record.

IN A REPRESENTATIVE CAPACITY: Acting as:

- (1) an authorized officer, agent, partner, trustee or other representative for a person other than an individual;
- (2) a public officer, personal representative, guardian or other representative, in the capacity stated in a record;
- (3) an agent or attorney-in-fact for a principal; or
- (4) an authorized representative of another in any other capacity.



IDENTIFICATION: Credentials providing evidence of an individual's identity, such as a passport or drivers license.

NOTARIAL ACT: An act, whether performed with respect to a tangible or electronic record, that a notarial officer may perform under the laws of this Commonwealth. The term includes:

- (1) taking an acknowledgment;
- (2) administering an oath or affirmation;
- (3) taking a verification on oath or affirmation;
- (4) witnessing or attesting a signature;
- (5) certifying or attesting a copy or deposition; and
- (6) noting a protest of a negotiable instrument.

NOTARIAL OFFICER: A notary public or other individual authorized to perform a notarial act.

NOTARY PUBLIC: An individual commissioned to perform a notarial act by the department.

OATH OF OFFICE: A declaration made by a public official to uphold their duties and responsibilities.

OFFICIAL STAMP: A physical image affixed to or embossed on a tangible record or an electronic image attached to or logically associated with an electronic record. The term includes a notary seal.

PERSON: Any of the following:

- (1) Any individual, corporation, business trust, statutory trust, estate, trust, partnership, limited liability company, association, joint venture or public corporation.
- (2) A government or governmental subdivision, agency or instrumentality.
- (3) Any other legal or commercial entity.



PRIMA FACIE: A latin term meaning “at first sight” or “on it’s face”. When a notarial officer signs their name and title on a document, it is deemed that a valid notarial act was performed.

PROTHONOTARY: The official clerk of a county.

RECORD: Information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form.

RECORDER OF DEEDS: A county recorder of deeds or an official with similar duties and responsibilities. The term includes the commissioner of records of a county of the first class and the manager of the department of real estate of a county of the second class.

REJECTION: Non acceptance of an application.

RULONA: An abbreviation for the Revised Uniform Law on Notarial Acts.

SECRETARY: The Secretary of the Commonwealth.

SIGN: With present intent to authenticate or adopt a record:

(1) to execute or adopt a tangible symbol; or (2) to attach to or logically associate with the record an electronic symbol, sound or process.

SIGNATURE: A tangible symbol or an electronic signature which evidences the signing of a record.

STATE: A state of the United States, the District of Columbia, Puerto Rico, the Virgin Islands or any territory or insular possession subject to the jurisdiction of the United States.

STAMPING DEVICE: Any of the following:

(1) A physical device capable of affixing to or embossing on a tangible record an official stamp.

(2) An electronic device or process capable of attaching to or logically associating with an electronic record an official stamp.



VERIFICATION ON OATH OR AFFIRMATION: A declaration, made by an individual on oath or affirmation before a notarial officer, that a statement in a record is true. The term includes an affidavit.

