

Informed Notaries of Maine Code of Ethics

1. Always conduct yourself in a professional manner.
~ *Remember you are a public official and should treat everyone in a fair and honest manner.*
2. Never give legal advice.
~ *Do not prepare documents or make recommendations. Leave the practice of law to attorneys. The practice of law without a license is a crime.*
3. Respect the privacy of those for whom you execute a notarial act.
4. Require that all signers of a document personally appear before you to sign the document and be sure to identify all signers.
~ *Remember Maine law requires it too.*
5. If you charge a fee for your services, make sure it is fair and reasonable.
~ *Do not take advantage of those you serve.*
6. Take reasonable measures to make sure that all documents are complete and correct to the best of your knowledge.
7. Do not perform frivolous notarizations.
~ The signature of a notary public will not make something better.
8. Do not certify public documents.
~ *Always recommend that certified copies of public documents be obtained from the proper official.*
9. Do not become involved in transactions that you have a direct financial or beneficial interest in.
~ *A notary public must remain an impartial witness.*
10. Be prepared to perform all of the duties of a Maine notary public not just the ones you like to do.
11. Keep current on the laws, practices, and requirements of the notarial office.