

ACKNOWLEDGEMENT PREPARATION INSTRUCTIONS

1. IF PRINCIPAL IS AN INDIVIDUAL OR PARTNERSHIP, HAVE NOTARY COMPLETE LINES (1) THROUGH (8)
 2. IF PRINCIPAL IS A CORPORATION, HAVE NOTARY COMPLETE LINES (9) THROUGH (18).
 3. SURETY MUST HAVE NOTARY COMPLETE LINES (19) THROUGH (28).
-

ACKNOWLEDGEMENT BY PRINCIPAL IF INDIVIDUAL OR PARTNERSHIP

1. Enter name of State.
 2. Enter name of County.
 3. Enter name of Notary Public witnessing transactions.
 4. Enter name of Principal covered by bond if individual or partnership.
 5. Notary enters date bond was witnessed (must be the same as or later than signature date).
 6. Affix Notary seal.
 7. Notary affixes his/her signature.
 8. Notary enters commission date.
-

ACKNOWLEDGEMENT BY PRINCIPAL IF CORPORATION

9. Enter name of State.
 10. Enter name of County.
 11. Enter name of Notary Public witnessing transactions.
 12. Enter name of corporate officer signing bond (must be President or Vice President).
 13. Enter title of corporate officer signing bond.
 14. Enter name of company or corporation.
 15. Notary enters date bond was witnessed (must be same as or later than signature date).
 16. Affix notary seal.
 17. Notary affixes his/her signature.
 18. Notary enters commission date.
-

ACKNOWLEDGEMENT BY SURETY

19. Enter name of State.
 20. Enter name of County.
 21. Enter name of Notary Public witnessing transactions.
 22. Enter name of person having power of attorney to bind Surety Company.
 23. Enter title of person binding Surety Company.
 24. Enter name of Insurance Company (Surety).
 25. Notary enters date bond was witnessed (must be same as or later than signature date).
 26. Affix notary seal.
 27. Notary affixes his/her signature.
 28. Notary enters commission date.
-

POWER OF ATTORNEY INSTRUCTIONS

Power of Attorney for surety must be attached showing that it was in full force and effect on signature date indicated on the face of the bond. **A raised corporate seal must also be affixed to the Power of Attorney form.**

- a. Name of Attorney in Fact must be listed.
- b. Power of Attorney may not exceed imposed limitations.
- c. Certificate date, the signature date of bond must be entered.
- d. Signature authorizing official must be affixed (signature may be facsimile).
- e. **Raised seal must be affixed.**