

Did You Know...

...a notary must keep records of all marriages performed?

...notaries may perform marriages for family members?

...a notary may not verify/attest a photocopy of a public record document such as a birth certificate?

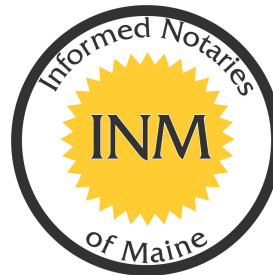
...a notary should not serve as a witness on a document and as the notary public for the signer?

...a notary customer must always personally appear before the notary without exception?

...a marriage license must be signed in black ink?

...a notary can be asked to testify in court?

Informed Notaries of Maine is an independent non-profit member association. Membership in INM is voluntary and independent from your notary commission from the State of Maine.



INM

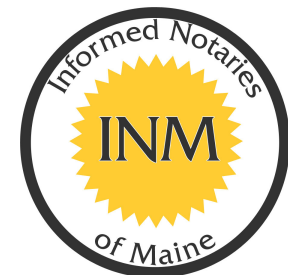
Contact Information:

INM
PO Box 16006
Lewiston, ME 04243-9583

Phone: 207-846-8959
E-mail:
memberservices@informednotariesofmaine.org
Website: www.informednotariesofmaine.org

Informed Notaries of Maine

Maine's only professional organization for notaries public



"Notaries perform important duties and have significant responsibilities in Maine. For more than a decade, Informed Notaries of Maine has recognized this fact and has served as a reliable source of information and guidance. As a notary, I'm pleased that our state has a professional association of this kind."

Secretary of State, Matt Dunlap

Telephone: 207-846-8959

Why Join Informed Notaries of Maine?

Membership Benefits

- Discounts on notary workshops, programs, and conferences.
- Bi-monthly newsletter, *The Informer*.
- Free listing in *The Maine Register* publication.
- Access to information, advice, and support via phone, e-mail, and INM's Yahoo chat site.
- Advertising member's services on the public access portion of INM's Web site (Wedding Officiant, Dedimus Justice, Mobile Notary Signing, and Adult Education instruction).
- Discounts on notary materials, books, and supplies as well as local services, such as personal insurance.
- Access to the Members Only section of the INM Web site to view sample wedding ceremonies, sample forms, past newsletters and more.

Code of Ethics

Always conduct yourself in a professional manner. Remember you are a public official and should treat everyone in a fair and honest manner.

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.

Respect the privacy of those for whom you execute a notarial act.

Require that all signers of a document personally appear before you to sign the document and make sure you take the proper steps to identify all signers. Remember Maine law requires it too.

If you charge a fee for your services, make sure it is fair and reasonable. Do not take advantage of those you serve.

Take reasonable measures to make sure that all documents are complete and correct to the best of your knowledge.

Do not perform frivolous notarizations. The signature of a notary public will not make something better.

Do not certify public documents. Always recommend that certified copies of public documents be obtained from the proper official.

Do not become involved in transactions that you have a direct financial or beneficial interest in. A notary public must remain an impartial witness.

Be prepared to perform all of the duties of a Maine notary public not just the ones you like to do.

Membership Application

Sign up for:

- New Membership
 1 Year (\$20) 3 Years (\$50) 7 Years (\$120)
- Renewal Membership
 1 Year (\$20) 3 Years (\$50) 7 Years (\$120)

Name _____

Address _____

City, State, Zip, and County _____

Phone _____

E-mail _____

Referred by: _____ Commission Expiration Date _____

Please list your industry (Automotive, Banking/Financial, Healthcare, Insurance, Legal, Real Estate, State/Municipal Government, etc.).

Membership Options

- I enjoy performing weddings. Please add my contact information to the Wedding Officiants list.
- I am appointed as a Dedimus Justice. Please add my contact information to the Dedimus Justice list.
- I enjoy teaching. Please add my contact information to the Adult Education list.
- I enjoy doing mobile signings. Please add my contact information to the Mobile Signing list.

All INM members are welcome to attend board meetings. Meeting dates and times are listed on the website. For more information, please contact INM.

Please remit payment to address below.

INM
PO Box 16006
Lewiston, Maine 04243-9583
Phone: 207-846-8959
E-mail: memberservices@informednotariesofmaine.org
Website: www.informednotariesofmaine.org

