



AAA Ballot Initiative - Notary Notes

- <https://azsos.gov/business/notary-public/become-new-arizona-notary>
- Notaries are required to have a copy of the **Arizona Notary Public Reference Manual** (found in RESOURCES section of link above.) Answers to most questions can be found in the Manual.
- The petition sheets have a front page for signatures and a back page with an Affidavit of Circulator that must be filled out completely and notarized.
- **AFFIDAVIT PAGE –**
 - The **circulator** (in front of notary) fills in Top block on Affidavit Page with the county where the petition is notarized, the Second block with their printed name, Third block with the county where the circulator is qualified to register to vote. Upon taking the oath, the circulator signs affidavit and prints their address.
 - The **notary** will ask the Oath question and complete the **DATE** of Notarization, **SIGN**, and **STAMP** with notary seal in the appropriate box.
- **JURAT** (See pages 27, 28, & 30 of the Arizona Notary Public Reference Manual)
 - The Affidavit of Circulator page has the words “Subscribed and sworn to before me” which makes it a verification on Oath or Affirmation (Jurat).
 - The notary should ask the circulator signer to:
 - Raise his/her/their right hand.
 - Ask the signer to answer the oath question with “I do swear” or “I do affirm”
 - OATH Question: **“Do you swear or affirm that the contents of this document are true and correct?”**
- **NOTARY JOURNAL** - Entries must include:
 - Date of notarial act.
 - Type of Notarial act: **Jurat**
 - Document Description: **“Abortion Access Act Initiative Petition”**
 - Printed full name, address and signature of person for whom notarial act is performed.
 - Type of satisfactory evidence of identity (Government issued, unexpired ID) including date of issuance or expiration.
 - Fee (for no charge, simply write “Ø”)

- Grouping Entries – If performing more than one notarization of the same type for a signer on like documents at the same time, the notary may group the documents together and make one journal entry for the transaction. For example, if you are notarizing more than one petition for the **SAME circulator**, you can make one journal entry and provide additional information listing each petition sheet tracking number.

EXAMPLE:

(In an Additional Information column) [AZN008000](#), [AZN008557](#), [AZN008868](#)

- Secretary of State Statutory Reject Reasons – **AFFIDAVIT PAGE**
 - Missing or incorrect serial # on lower right corner
 - Unsigned circulator affidavit
 - Incomplete circulator affidavit
 - Modified circulator affidavit
 - Not notarized
 - Missing notary signature (*Signature must match your signature on your Bond and Application)
 - Missing notary stamp/seal (*Only black or blue ink on Stamp/Seal)
 - Missing notary date
 - Notary commission expired before notary date

Best Practices/Tips:

- Attention to detail, do one at a time, easy to get distracted!
- Check front of petition that circulator filled out County BOX, VOLUNTEER box is checked, and qualified elector of county BOX is filled in.
- If you make a mistake, put line through mistake, initial, and correct.
- Must be an intact petition (Act stapled to petition)
- If petition has signatures from different counties, notarize anyway.
- Even if signature dates are out of order, notarize anyway.