



CIRI Instructions for Postmaster Acting as Notary Public

CIRI has enclosed one or more forms which require your signature to be witnessed by a notary public. In Alaska, postmasters are authorized to perform the functions of a notary public. (Alaska Statute 09.63.010) **However, only the postmaster may notarize your signature, not any other postal employee.**

In performing this function, the postmaster must:

1. Print the date he or she witnessed your signature
2. Sign the document and print the title "Postmaster" next to his or her name
3. Print the name of the post office
4. Affix the cancellation stamp of the post office to the document.

An example of a complete postmaster notarization is as follows:

SUBSCRIBED AND SWORN to before me on this 9th day of March, 2011.

Julie A. Example, Postmaster ← 2
(Notary's signature)

Notary Public in and for: Name of Community,
My Commission Expires: Indefinite ← 3

Postmaster/Notary Public
Per USPS ASM 122.44



If available, this stamp may also be affixed to the notarial