



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.

Example of a cancellation stamp

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

(Notary's signature)

Notary Public in and for: Name of Community,

My Commission Expires: Indefinite

Postmaster/Notary Public
Per USPS ASM 122.44



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

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