



SAN JUAN SOUTHERN PAIUTE TRIBAL COURT



Mailing – Attn: Kalka
7760 E. State Rd 69, Ste C5-224
Prescott Valley, AZ 86314

Physical – Admin Office
50 S. Main Street, Ste #102
Tuba City, AZ 86045

Ph (928) 326-2955

tribalcourt@sanjuanpaiute-nsn.gov

Fax (888) 428-3990

INSTRUCTIONS FOR THE NOTARY ACKNOWLEDGMENT FORM

Purpose: This is a generic form that may be used by an Arizona Notary Public to notarize a document. A court may require a notarized signature to verify the identity of the person signing a document before it is presented to the court.

How: Bring the document you need to have notarized along with a copy of this form to the notary public. The notary will require you to present identification. Do not sign the document until the notary public says to do so.

Once the form is notarized and the acknowledgment filled out, both must be submitted to the Court for filing via one of the following:

- 1) **E-mail** – E-mailed to tribalcourt@sanjuanpaiute-nsn.gov
- 2) **Tribal Administration Office** – Scan at the Tribal Admin office, in the Conference Room, with the Self-Help Scanning Station and it will be sent directly to the Court Clerk:

Tribal Administration Office
50 S. Main Street
Suite 102
Tuba City, AZ 86045
- 3) **Tribal Court Website** – Upload to the Tribal Court's website from any computer with internet access, click 'Secure File Upload' and follow the directions from there: <https://www.sanjuanpaiute-nsn.gov/departments/tribal-court#forms>
- 4) **Fax** – Fax to the number below:
(888) 428-3990
- 5) **Mail** – Mail to the address below:
Attn: Kalka
7760 E. State Rd 69
Ste C5-224
Prescott Valley, AZ 86314



SAN JUAN SOUTHERN PAIUTE TRIBAL COURT



Mailing – Attn: Kalka
7760 E. State Rd 69, Ste C5-224
Prescott Valley, AZ 86314

Physical – Admin Office
50 S. Main Street, Ste #102
Tuba City, AZ 86045

Ph (928) 326-2955

tribalcourt@sanjuanpaiute-nsn.gov

Fax (888) 428-3990

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

THE STATE OF _____, COUNTY OF _____

On _____ 20____ before me, _____
(insert name and title of the officer)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within the (print name of document) _____, and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify, under PENALTY OF PERJURY under the laws of the State of Arizona and the San Juan Southern Paiute Tribe, that the foregoing paragraph is true and correct. WITNESS my hand and official seal.

Given under my hand and seal of office, this day of _____, 20 ____.

SEAL:

Signature: _____