



§309-a. Uniform forms of certificates of acknowledgment or proof within this state.

1. The certificate of an acknowledgment, within this State, or a conveyance or other instrument in respect to real property situate in this State, by a person, must conform substantially with the following form, the blanks being properly filled:

**State of New York**

**County of \_\_\_\_\_**

**On the \_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_ before me, the undersigned, personally appeared \_\_\_\_\_ personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.**

**seal:**

\_\_\_\_\_  
**Notary Public**

**State of New York**

**County of \_\_\_\_\_**

**On the \_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_ before me, the undersigned, personally appeared \_\_\_\_\_ personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.**

**seal:**

\_\_\_\_\_  
**Notary Public**

**SCHEDULE A – LEGAL DESCRIPTION OF PROPERTY (REQUIRED):**

**VILLAGE (if applicable):** \_\_\_\_\_

**TOWN:** \_\_\_\_\_

**COUNTY:** \_\_\_\_\_

**STATE:** \_\_\_\_\_

**Section:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_

**KNOWN BY THE FOLLOWING ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_

**METES AND BOUNDS OR FILED MAP DESCRIPTION:**