

Notary Appointment Document Checklist

Before Your Appointment

1. Complete Your Document:

- Ensure your document is fully filled out with no blank spaces. Notaries cannot notarize incomplete documents.

2. Identify the Notarization Type:

- Know whether you need an acknowledgment, jurat, or copy certification. Contact the document drafter or receiving agency if you're unsure.

What to Bring to Your Appointment

1. The Document to be Notarized:

- Bring the original document that requires notarization. Make sure it's complete and ready to be signed in front of the notary.

2. Valid Photo Identification:

- Acceptable IDs include:
 - ◆ Driver's license
 - ◆ Passport
 - ◆ State-issued ID card
 - ◆ Military ID
- Ensure your ID is current, contains your photo and signature, and matches the name on your document.

3. Additional Signers:

- All parties who need their signatures notarized must be present with their own valid IDs.

4. Witnesses (if required):

- Some documents require additional witnesses. Confirm if this applies to your document and ensure witnesses have valid IDs.

5. Payment for Notarial Services:

- Bring payment for the notarization service, including any additional travel or convenience fees for mobile notary services. Confirm the payment methods accepted beforehand (cash, check, credit card, etc.).

Optional Items

1. Alternate Identification:

- If your primary ID does not match the document's name due to a recent name change, bring additional acceptable forms of ID or credible witnesses who can vouch for your identity.

2. Supporting Documents:

- Bring any supporting documents that the notary may need to see to verify information (e.g., court orders, legal name change documents).

Additional Considerations

- **Review Your Document:**
 - Double-check for any errors or missing information.
- **Be Prepared to Sign in Person:**
 - All signers must be present and sign in front of the notary. Remote notarization may be available depending on your state's regulations; confirm in advance if this option is needed.
- **Confirm Appointment Details:**
 - Double-check the time, date, and location of your appointment, especially if using mobile or remote notarization services.
- **Understand the Fees:**
 - Be aware of the notary fees and any extra costs for mobile services. Confirm the total amount due at your appointment.

Having all these items ready will help ensure a smooth and efficient notarization process. If you have any questions or need further assistance, please don't hesitate to reach out before your appointment!