

Mobile Notary

Appointment Preparation Checklist

VALID IDENTIFICATION

- Government-issued photo ID (driver's license, state ID, or passport)
- ID must be current and not expired
- Name on ID must match name on documents being notarized
- If name has changed, bring legal name change documentation

DOCUMENT PREPARATION

- All documents ready and printed (do not sign until notary is present)
- Know where to sign - notary will guide you
- Review documents beforehand to understand what you are signing
- Have extra copies if needed

ALL SIGNERS PRESENT

- All signers must be physically present at the appointment
- Each signer needs their own valid photo ID
- Signers must be willing and able to sign voluntarily
- Signers must be mentally alert and aware

WITNESSES (IF REQUIRED)

- Some documents require witnesses (wills, healthcare directives, etc.)
- Witnesses must be 18+ years old
- Witnesses cannot be named in the document
- Witnesses need valid photo ID

APPOINTMENT LOCATION

- Clear, well-lit area with table and seating
- Provide parking instructions or gate codes if needed
- Ensure notary can access the location easily
- Have contact number ready in case notary needs to reach you

Keep this checklist handy - Being prepared ensures a smooth, efficient appointment.

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IMPORTANT REMINDERS

Do NOT sign documents before the notary arrives. The notary must witness your signature. Cancellations within 2 hours may incur the travel fee. No-shows are billed the full travel fee.