

# notary appointment CHECKLIST

DATE OF APPOINTMENT: \_\_\_\_\_

## BEFORE THE APPOINTMENT

- \*  Schedule appointment by contacting us at (919)335-3598 or book online.
- \*  Gather Necessary Documents that require notarization.
- \*  Understand the type of notarization needed and any specific requirements.
- \*  Bring a valid **unexpired** government-issued photo ID for identification.
- \*  Confirm the accepted forms of payment and any associated fees.

## DURING THE APPOINTMENT

- \*  Arrive promptly for your scheduled appointment or communicate delays.
- \*  Provide your government-issued photo ID to the notary for verification.
- \*  Sign the documents in the presence of the notary.
- \*  Confirm that all information on the documents is accurate and complete.
- \*  Pay any applicable fees for the notary services provided.

## AFTER THE APPOINTMENT

- \*  Obtain the notarized documents from the notary.
- \*  Review the notarization to ensure accuracy and completeness.
- \*  Share your thoughts in a Google Review and let us know how we did!

\* TO START     OK     DELAY     STUCK     CANCEL