

# Preparation Checklist for Your Notary Appointment

To ensure a successful notarization, please have the following items ready at the time of our meeting:

## 1. Valid Government-Issued Photo ID

The name on your ID must match the name on the document exactly. Acceptable forms of ID typically include:

- State-issued Driver's License or ID Card
- U.S. Passport or Passport Card
- U.S. Military ID
- Foreign Passport (stamped by USCIS)

## 2. The Complete Document

- **Do not sign yet:** All documents must be signed in the presence of the Notary.
- **Complete all blanks:** Ensure all pages of the document are present and all information (except the signature) is filled in. Notaries cannot notarize documents with blank spaces.

## 3. All Required Signers & Witnesses

- All individuals signing the document must be present and have valid identification.
- **Witnesses:** If your document requires witnesses, please ensure they are present. Witnesses must be disinterested parties (usually not related to you or named in the document) and must also provide valid photo ID.

## 4. For Apostille Services (If Applicable)

- **Original Documents:** Please have the original document that requires the Apostille.
- **Destination Country:** Be ready to confirm which country the document is being sent to, as requirements vary by nation.