

Document Preparation Checklist

A few minutes of preparation saves time, avoids delays, and keeps your signing smooth. Do not sign or date anything until the notary instructs you to.

1. Documents Ready to Sign

☐	Print all documents that need notarization (do not sign them yet).
☐	Complete every blank field except the signature and date lines.
☐	Review for missing pages, smudges, or blank pages.
☐	Bring extra copies if a third party must keep the document.

2. Valid Identification

☐	Bring a current government-issued photo ID (driver license, passport, or state ID).
☐	Make sure the ID is not expired and the name matches the document exactly.
☐	If the document lists a maiden or former name, bring supporting ID or paperwork.

3. Witnesses (If Required)

☐	Confirm whether your document requires witnesses in addition to the notary.
☐	Arrange for witnesses to be present on time with valid ID.
☐	Check that witnesses are not parties to the document or related signers.

4. Payment & Fees

☐	Confirm your travel distance and estimated travel fee before the visit.
☐	Have payment ready: cash, Zelle, or another agreed-upon method.
☐	Ask about additional fees for extra signatures, copies, or after-hours service.

5. Location & Appointment

☐	Confirm the appointment date, time, and address.
☐	Provide a phone number where you can be reached during travel.
☐	Make sure the signing area is well-lit, quiet, and free of distractions.
☐	If meeting in a hospital or facility, confirm visitor access and room number.

Important: The notary must witness your signature in person. Do not sign or date documents before the appointment.