

Before Your Notary Appointment

A simple checklist from New Heights Notary & Business Solutions

- Bring the document(s) that require notarization.
- Make sure all required signers will be present.
- Bring acceptable identification as required for the notarization.
- Do not sign documents ahead of time unless specifically instructed to do so.
- Make sure the document is complete except for signatures or notarial portions intentionally completed during the appointment.
- Have any required witnesses available.
- Have your preferred payment method available.
- For mobile appointments, make sure the location is accessible and has an appropriate signing surface.

IMPORTANT

New Heights Notary & Business Solutions does not provide legal advice or determine what document you need, what a document means, or whether a document is legally sufficient.

Need a Notary? Request a service at newheightsnotary.com