

NOTARY APPOINTMENT CHECKLIST

Date & Time of Appointment: _____

Before Your Appointment

- Schedule your appointment by contacting Blue Ink Notary at 484-509-1405 or book online here <https://calendly.com/blueinknotary>.
- Gather the documents that require notarization. Make sure ALL the pages of the document are there. Do not sign them before the appointment.
- Don't forget to have your unexpired government photo ID with you. The most commonly used ones are: drivers license, non-driver's ID, a passport or military ID.
- Confirm the date, time & notary fee and the accepted forms of payment.

During Your Appointment

- If meeting at a location away from your home or office, arrive at the agreed upon date & time.
- Provide your ID to the notary for verification.
- Allow the notary to review your document(s) to ensure completion.
- Sign the documents in the notary's presence.
- Pay any fees for the notary's services.

After Your Appointment

- Obtain the signed & notarized documents from the notary.
- Review the document(s) to ensure completion.
- Share your experience with Blue Ink Notary in a Google review and let us know how we did!