



1st Class Signature Service

— Mobile Notary & Fingerprinting —



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1st Class Signature Service

www.Get1stClassService.com

**WHAT'S IN
YOUR NOTARY
BAG?**



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Service

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What's in your Notary Bag?

A Checklist of Tools Every Notary and/or
Loan Signing Agent Needs To Run A
Successful Appointment!

Etsy - The Hustler's Corner
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NOTARY TOOL KIT (CHECKLIST)

Essentials:

- Notary handbag** – professional looking, clean tote bag or briefcase of some type
- Notary supply bag/pouch** – some have the words “Notary Public” on the front; pouches come in various sizes and colors with or without locks (Amazon)
- Inside the handbag:**
 - Notary pouch (see next checkbox for what goes inside)
 - Notary journal with privacy guard – use a binder clip to keep in place
 - Notary Embosser and seal stickers
 - Oath and Affirmation script
 - Rescission calendar – [National Notary Association \(NNA\)](#) website
 - Extra certificates (APAs, Jurats, etc.)
 - Notary Receipt book, payment app, or POS
 - Domestic and/or International ID-Checking guides
 - Cheat sheets to explain loan documents (provided once you’ve signed up for the NNA or LSS Loan Signing class)
 - FedEx/UPS ReadyPacs, label holders, etc. (open a free online account with FedEx and UPS for free delivery of free supplies)
 - Clipboard or desk pad – for not so clean or challenging surfaces
 - Plastic envelope with your marketing materials inside – to provide Signers copy of documents
- Inside the pouch:**
 - Notary stamp
 - Inkless thumbprint pads
 - Pens (blue and black)
 - Post it flags, paper clips
 - Hand wipes or hand sanitizer for everyone
 - [Gel fingertip grips](#) – very important to grip paper; they’re shaped sort of like little fish (Amazon)
 - Yellow highlighter (to highlight key notary instructions to remember at the table)
 - Mini stapler and staples – used to staple (not paperclip) any cashier’s checks or other small papers to the first page of the loan documents – if it’s loose in the shipping package, it may get accidentally thrown away – it has happened!

Other Must Haves:

- Your eyeglasses or contacts (if you wear them)
- Business cards and digital business card (HiHello, Blinq or other app)
- Treats, coloring books, crayons, etc. to keep kids busy and pets happy!

Free Certificates (on the internet):

- Acknowledgements
- Jurats (Also with affiant statement)
- Certified Copy of Power of Attorney
- Credible Witness

Things to Remember:

1. **Never** market to the escrow and/or title company listed on the documents or shipping label (they are the client of the signing service, and will tell the signing service, who will place you on their Do Not Call list, and they will tell their other signing service friends who will do the same!).
2. Be sure that you know how to complete your Acknowledgement and Jurat certificates according to your state laws. Practice on friends and family if you need to.
3. Make sure that your stamp is stamping clearly (no dark ink marks, extra lines or missing information) or it may get rejected from your client's receiving agency. **Gem:** Rocking your stamp back and forth once its pressed on the paper certificate can ensure that all the information has transferred clearly.
4. Practice your oath and affirmation scripts, and remember to administer them accordingly with every type of appointment.
5. If there is no verbiage on the client's document as to which notarial certificate should be used, never decide for a client whether they should use an Acknowledgement or Jurat (even if you know which one should be used). Ask them which one they'd like to have (if they decide to take one of each, it means more money for you!) Have the written purpose of an acknowledgement and jurat handy so that you can guide them (Google it or look in your notary handbook). Deciding for them is a liability risk for you (i.e., if their document is rejected due to **your** decision of the certificate, it could be a lawsuit waiting to happen!).

For more information, resources, workshops, etc., visit www.Get1stClassService.com