**Dogwood Bookkeeping, LLC**

**Checklist for Notarizations**

1. All notarizations must be done in person. As of 7/1/2024, the EVN (Emergency Video Notarization) is no longer a valid means for notarizing a document.
2. Do not sign the document prior to having it notarized.
3. You must bring a current, valid, non-expired photo ID with you to show at the time of notarization.

Acceptable forms of ID: A non-expired driver’s license or non-expired passport

Unacceptable forms of ID: A temporary ID, student ID, or work ID

1. If a witness is required during the notarization process, you will be responsible for bringing the witness with you. The witness will also be required to provide proper proof of identification, see #3 above.
2. If you have any limitations with regard to completing the document requiring notarization, please contact me to discuss, [dogwoodbookkeepingllc@gmail.com](mailto:dogwoodbookkeepingllc@gmail.com)
3. There will be no charge for notarizing a voting Absentee Ballot.
4. There will be a $10 fee, per signature, for each notarial act. If there are more than 5 signatures required, the charge will be $10 for the first five (5) signatures, and $7.50 for each additional signature needing notarization. Payment for all related fees will be required in cash. No checks will be accepted.
5. For providing mobile notarization, there will be a per mile charge, based on the federal mileage standard at the time of notarization.
6. Please note, I am not an attorney and I do not provide legal advice with regard to notarization of any document.
7. As a notary in the State of North Carolina, I do not have the authorization or authority to perform marriage ceremonies.