



# Starter Kit Essentials



# FREE NOTARY STARTER KIT



[www.trustednotaryhub.com](http://www.trustednotaryhub.com)



# WHAT DOES A NOTARY DO?



**Verify Identity:** Examine government-issued photo ID that's current or within your state's grace period.

**Screen Willingness & Awareness:** Make sure the signer is acting voluntarily and understands the document.

**Complete the Certificate:** Fill in venue, date, names, sign, and stamp—no blanks left behind.

**Witness or Acknowledge Signatures:** Depending on the act, either watch the signer sign (jurat) or take an acknowledgment of a pre-existing signature.





# CORE NOTARIAL ACTS

Act	When to Use	Key Point
<b>Acknowledgment</b>	Signer confirms they signed willingly (e.g., deeds, POA)	Signature may already be on document
<b>Jurat / Verification</b>	Signer swears/affirms content is true (e.g., affidavits)	Must watch them sign & administer oath
<b>Copy Certification</b>	Certify a copy is true (allowed in some states)	Never certify vital records or U.S. passports
<b>Oath/Affirmation (stand-alone)</b>	For meetings, testimony, depositions	No document needed—just the verbal act



# THE 6-STEP NOTARIZATION WORKFLOW



# WHEN TO SAY NO

- Signer lacks acceptable ID (and no credible witnesses allowed).
- Document is incomplete or you suspect fraud.
- Signer seems coerced, drunk, medicated, or doesn't understand.
- Act requested exceeds your commission (e.g., "notarize" a photo).



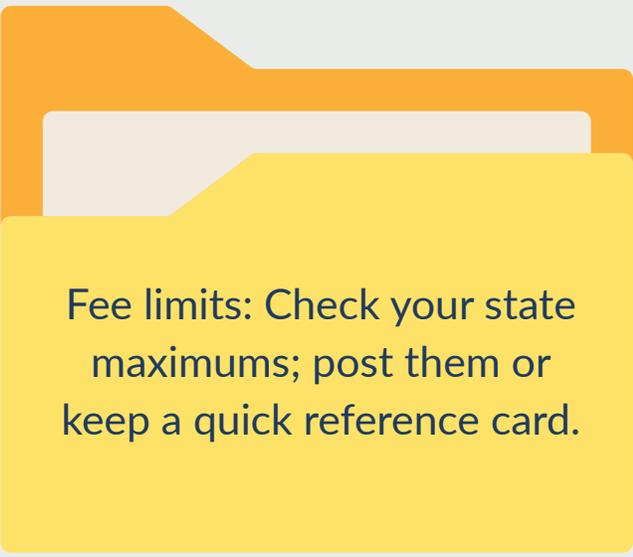
Politely decline, log the refusal in your journal, and move on.



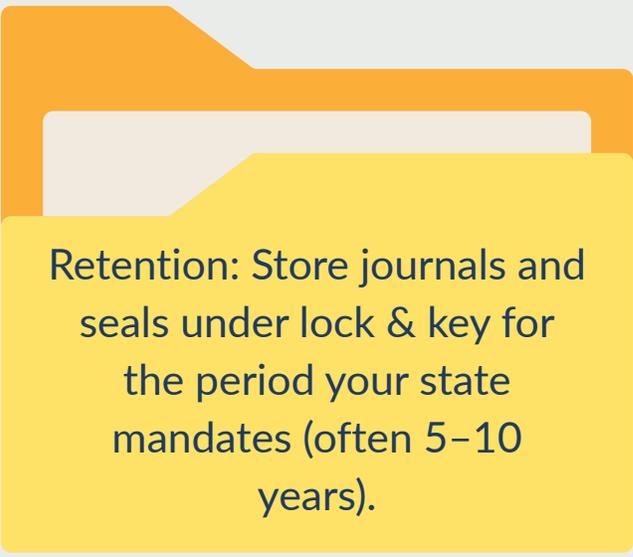
# RECORD-KEEPING & FEES



Journal entries: Date/time, act type, document title, signer details, ID info, fee, signer signature (thumbprint where required).



Fee limits: Check your state maximums; post them or keep a quick reference card.



Retention: Store journals and seals under lock & key for the period your state mandates (often 5-10 years).

# QUICK LEGAL REMINDERS

- You're not a lawyer—never give legal advice or explain document effects.
- Follow your state's exact wording for certificates and oaths.
- Keep your commission name consistent on every certificate and journal entry.

**Pro Tip: Review your state handbook twice a year—rules, fees, and certificate wording can change. Staying current protects both you and your clients.**

Print, laminate, or share this one-pager with new notaries to give them confidence from their very first signing.

**Happy Stamping!**

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## New Notary Guide for Supplies



Label everything with your commission name—seals & journals are legally bound to you.



Document serial numbers of stamps in your journal; helps prove unauthorized use.



End-of-month kit audit: wipe stamp plates, test ink saturation, purge dead pens.



Insurance bundle: Some E&O providers reimburse lost or stolen stamp replacement—keep receipts.

# Notary Essentials

## (must-haves)

What	Why it Matters	Quick Tips
Official stamp/seal (ink pad or self-inking)	Legally evidences your commission	Check your state's exact size/ink-color specs. • Keep a backup seal in a locked bag—in many states you can own two.
Notary journal/record book	Required in 20 states, best practice everywhere	• Hard-bound, tamper-evident pages. • Buy a fresh book before the old one is 90 % full.
Loose certificates (acknowledgment, jurat, copy cert., etc.)	Fixes missing/incorrect wording & multi-doc signings	• Order at least 100 of each common certificate up front.
Blue & black pens	Some clients require blue; courts often prefer black	• Gel pens resist fading; carry ≥ 4 spares.
Stapler & stapler remover	Attach loose certificates securely	• Low-profile mini stapler for field work.
Self-adhesive correction (line-through) labels	Cleanly correct minor journal/ certificate errors	• Buy packs of 250 - 500; they disappear fast.
Photo ID guide or SOS cheat-sheet	Confirms what IDs are acceptable in your state	• Laminate and keep at the top of your bag.

# Notary Upgrades

(smart investments)

<b>Upgrade</b>	<b>Benefit</b>	<b>Buying Advice</b>
Thumbprint ink pad	Required for some real-estate docs (e.g., CA deeds)	Clean-touch versions leave no residue.
Portable document scanner	Fast e-record retention, avoids phone shadows	900 dpi minimum; choose battery-powered if you travel.
Mobile-device stand / tripod	Steadies ID photos for RON or hybrid signings	Collapsible aluminum tripod + phone grip.
Tamper-evident zip bag or lockbox	Statutory in several states for stamp storage	Look for TSA-size keyed or combo locks.
Spare ink cartridge / re-ink kit	Prevents faint impressions mid-appointment	Buy the same brand as your seal to avoid leaks.
Mileage log app	Simplifies tax deduction tracking	Any IRS-compliant tracker

# Notary Pro Extras

(for high-volume or specialty work)

Extra	When it Shines	Pro Tip
Portable LED work light	Low-light hospitals, doorstep closings	USB-C rechargeable lantern—clips to clipboard.
Adjustable height clipboard	Keeps docs clean in cars & cafeterias	Aluminum with storage compartment adds storage.
E-Journal or hybrid RON platform	States that allow electronic journaling	Verify provider is state-approved & tamper-evident (e.g., Notary Assist, Notary Gadget).
Receipt/Invoice book	When clients pay on site	Pre-numbered 2-part carbonless sets are neatest.
Branded table-top sign or lanyard badge	Loan-signing packages, corporate campuses	Adds authority; follow venue security rules.
Micro-fiber cloth & alcohol wipes	Sanitizes stamp & pens between signers	Choose lint-free, 70 % + isopropyl pads.
Mini first-aid & PPE kit	Field signings in remote areas	Keep band-aids, gloves, masks, and hand-sanitizer.

## How to Categories

- Inventory audit: Walk through each category quarterly and restock anything running low.
- Bag organization: Assign one pouch or pocket per category to grab supplies quickly.
- Training & onboarding: Use the list as a new-notary shopping guide or a checklist for team kits.

# Notary Checklist

## Pre-Appointment Prep

Confirm the appointment details (date, time, location, document type, number of signers). Verify ID requirements for the signer(s) and have acceptable ID examples ready to quote (driver's license, passport, etc.).

- Pack your kit
- Stamp/seal
- Notarial certificate pads (acknowledgment, jurat, copy cert., etc.)
- Journal + spare pens
- Thumbprint pad (if required in your state or for high-value docs)
- Extra loose certificates & correction labels
- Blue/black pens for signers, highlighter, paper clips, sticky flags
- Review state-specific rules (credible witnesses, name variance limits, etc. for unusual scenarios you might face).

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## Signer Verification & Readiness

- Examine government-issued photo ID in front of the signer.
- Match the name on the ID to the document—note acceptable variations per state law.
- Confirm the signer is physically present, willing, and aware of what they're signing (no duress or confusion).

If using credible witnesses or POA/representative capacity, check extra ID requirements and oath/affirmation wording.

## Document Review (Not Legal Review)

Scan the document for blank spaces; have signer fill or line through as appropriate.

Locate the notarial certificate; if missing or incorrect, attach a correct loose certificate before signing.

Make sure the document date is not after today (unless allowed in your state).

Verify required page totals or exhibits are present.

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**Tip:**

Regulations vary by state always default to your commissioning handbook and updates from the Secretary of State. If you're unsure, halt the notarization and confirm the rule before proceeding.

# Notary Checklist

## Perform the Notarial Act

Ask any required oath or affirmation (for jurats or verifications).

- Watch the signer sign the document (when required).
  - Complete and sign the notarial certificate
  - Exact venue wording (“State of \_\_\_, County of \_\_\_”)
  - Date in long form (e.g., “10th day of June, 2025”)
  - Sign your official name exactly as commissioned
  - Affix stamp/seal clearly, no overlapping text; single impression only.
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## Journal Entry (Where Required / Best Practice)

- Enter date & time of act.
  - Record type of act (acknowledgment, jurat, etc.) and document title.
  - Capture signer’s printed name & address.
  - Note ID type, issuing agency, expiration date, last 4 digits.
  - Include fee charged (write “0” if none).
  - Have signer sign journal and provide thumbprint if your state or transaction type (e.g., CA real-estate deeds) requires it.
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## Post-Notarization Wrap-Up

- Return originals to signer/client; remind them to keep loose certificates attached.
- Check for stray personal info left on your table (IDs, bank statements).
- Securely store journal and stamp per state rules (locked bag or safe).
- Log mileage/expenses if you track them for taxes or invoicing.
- File or transmit any required state notary returns (e.g., some states require marriage-license returns).

## Optional “Pro” Add-Ons

Carry single-use alcohol wipes to clean stamp and pens between signers.

Keep a laminated cheat-sheet of state fee limits & prohibited acts.

Use a portable scanner or app to create a backup image of the signed certificate (never of the entire document unless permitted/secure).

Maintain an incident log for refusals or unusual circumstances.

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