

# STEPS WE TAKE TO ENSURE OUR CLIENTS HAVE A SMOOTH SIGNING EXPERIENCE!



## VERIFY YOUR IDENTITY

YOUR IDENTIFICATION IS REQUIRED TO VERIFY YOUR IDENTITY AND TO ENSURE YOU'RE ACTING OF YOUR OWN FREE WILL.



## EXAMINE YOUR DOCUMENTS

REVIEW OF YOUR DOCUMENTS IS ESSENTIAL TO ENSURE THAT THEY'RE COMPLETE FOR NOTARIZATION. DATES AND NAMES MUST BE CORRECT.



## RECORD & COMPLETE THE CERTIFICATE(S)

A SEAL AND SIGNATURE WILL BE AFFIXED ONTO THE NOTARIAL CERTIFICATE AND A RECORDING OF THE NOTARIZATION WILL BE KEPT.