

Notaries public often receive requests to perform tasks that do not require "Acting in the Capacity of a Notary (ACN)" because they are viewed as trust agents. These requests offer an additional source of income for notaries public.

My objective is to empower notaries public with insight and information on potential non-traditional opportunities that they may wish to pursue. Furthermore, these opportunities can enhance the visibility and accessibility of notaries public within their communities.

Purpose of The Focus Group

The Focus Group aims to explore and research diverse opportunities to expand a notary's business. Participants will contribute by sharing research findings, personal insights, and experiences related to specific business opportunities, which will be documented as a reference guide.

Focus Group Guidelines

- Participation in a Focus Group is voluntary.
 - Group participants may have existing experience or a desire to gain expertise in a specific focus area.
 - Each group can consist of up to 7 participants.
 - Meetings can be held via online platforms, e.g. Zoom, Microsoft Teams, etc.
 - Each group will select a facilitator.
 - The group facilitator will prepare a periodic progress report.
-

Focus Group Report – 2024 Maryland Notary Public Day Conference

The focus group report will serve reference guide for notaries seeking other opportunities. It will be presented at the 2024 Maryland Notary Public Day Conference.

How You Can Participate

Take a moment to review the various opportunities listed in the table below. Once you've reviewed them, [click here to visit the Focus Group webpage](#) and

[complete the registration form](#). Participants can select up to two (2) opportunities to explore.

Focus Group Opportunities

ACN = Acting in the Capacity of a Notary



APOSTILLE AGENT

ACN: No

Maryland notaries live close to the Maryland Secretary of State Office, the Secretary of the District of Columbia, and the U.S. Department of State. These offices make it easy for notaries public who choose to offer "courier service" to document signers to accomplish the steps required to complete the Apostille process.

To learn more about the Apostille process, [click here to listen to the December 7, 2022 Notary Town Hall recording: What is an Apostille? Is A Maryland Notary Public Authorized to Perform Apostille?](#) *The Town Hall was hosted by Michael Schlein, Division Administrator, Office of the Maryland Secretary of State and presented by Frederick Smalls, Assistant Secretary of State, Administration & Finance, Office of the Maryland Secretary of State.*

[Click here to read "Understanding Apostilles."](#)



ELECTION JUDGE

ACN: No

Becoming an election judge allows notaries to participate in the democratic process, contribute to the community, and help fellow voters exercise their rights. Election judges are responsible for overseeing voting procedures within their precinct. Their primary goal is to ensure that all eligible voters can cast their ballots without any hindrance.

[Click here for more information.](#)



ESTATE PLANNING

ACN: Yes

Notaries play an important role in helping estate planning attorneys with the legal document signing process. Notarization significantly validates and authenticates important legal documents, adding an extra layer of protection and credibility. Key estate planning documents consist of wills, trusts, powers of attorney, and healthcare directives. A notary public, an impartial third-party appointed by a state government, carries out the notarization.

Notaries public can verify the identity of the signers, witness signatures, and notarize essential documents to ensure that they are legally binding during the estate planning process.

[Click here for more information-1.](#)

[Click here for more information-2.](#)



FIELD INSPECTIONS

ACN: No

Field inspectors perform onsite inspections and evaluations to verify and validate a business entity or claim. Field Inspectors are the eyes and ears of a company that needs something done. Inspections are broken down into three major categories: mortgage, insurance, and commercial inspections.

[Click here - Field inspection offers additional income opportunities for Notaries.](#)



HEALTHCARE COMMUNITY

ACN: Yes

Providing notarial services to the healthcare community and home-bound individuals is both valuable and appreciated. The healthcare community encompasses sick, disabled, elderly, and infirmed individuals in public or private healthcare facilities. Home-bound individuals refer to those who are sick, handicapped, or elderly and reside at home. Notaries Public offer compassionate and accurate notarial services to support our healthcare community.

More information will be provided to the Focus Group.



I-9 FORM SPECIALIST

ACN: No

I-9 Form

"The I-9 form, issued by the U.S. Citizenship and Immigration Services (USCIS), verifies the identity and employment eligibility for employees hired in the

U.S."

[Click here - I-9 Forms: What Notaries Need to Know](#)



RESIDENT NOTARIES

Office Notary

ACN: Yes

[Working As A Notary Employee \(p. 6\)](#)

[What Every Office Notary Should Know.](#)

Resident Community Notary

ACN: Yes

Wanda Moore, 2024 NNA Notary of the Year Special Honoree

Wanda Moore provides notarial services to residents in the Senior Citizen community where she lives.

". . . Sometimes, it's her reassuring, calm presence borne of her many years of experience that's needed most in the lives of the people she helps. The daughter of one of the residents in her senior housing community had put together some directives regarding her mother's health, and she needed someone to notarize them. She had gone on to the AARP website and downloaded what she thought she needed. "I spent a couple of hours with them," Moore recalls. "In addition to notarizing, they were figuring out which documents to use. I couldn't give them legal advice, but I stayed and waited while they made decisions about what they needed." Moore is going to be there for however long it takes, offering her reassuring presence, expertise, and care." [Click here to read more about Wanda Moore \(p. 17\).](#)

UPS/FEDEX

ACN: Yes

Have you visited a UPS or FedEx location lately? Did you notice if any of the staff were notaries? Why not offer your services as an on-call notary?

Permit Runner

ACN: No

As a permit runner, you help manage paperwork during the permitting process. This frequently involves helping drop off or pick up paperwork from city/county offices, reviewing materials, reviewing permits to ensure they meet all submission requirements, and interacting with both city and project staff to help advance approvals. [Click here to learn How To Become A Permit Runner.](#)



PROCESS SERVER

ACN: No

A process server is an individual who delivers important court documents to an individual who has been summoned to appear in court. When there is a legal proceeding, all parties have to be notified. In layman's terms, if someone decides to take you to court, you have to be told when and where to appear and why you are being asked to appear in court. This notification must be done in writing and done by someone who is not party to nor does that person have any ties to the court case. By being impartial, the process server doesn't have an ulterior motive in delivering the court documents — it is not done to embarrass an individual, nor is it done deceptively or in such a way that does not provide proper notification. On the contrary, a process server not only has no ulterior motive, but a server is actually upholding an individual's legal right to due process.

[Grow your business: Serving court documents](#)



TITLE INSURANCE PRODUCER INDEPENDENT CONTRACTORS (TIPICs) AKA NOTARY SIGNING AGENT

Acting in the capacity as a notary (ACN) and title insurance producer independent contractor (TIPIC) aka notary signing agent (NSA)

A Title Insurance Producer Independent Contractor (TIPIC), also known as a Notary Signing Agent (NSA), is a licensed title producer and commissioned Notary. These professionals receive specialized training to handle loan documents. Lenders and title companies hire NSAs as independent contractors to assist in the final stages of the loan process. Their responsibilities typically include printing loan documents, meeting with signers to witness their

signatures, and promptly returning the executed documents for processing. Given that NSAs handle private financial information and often visit clients' homes, the mortgage finance industry mandates that all Signing Agents undergo an annual background screening to ensure security and prevent fraud. Please note that notary signing agents in the state of Maryland must also be licensed as a title insurance producer independent contractor (TIPIC) and hold a notary commission.

2 Groups - Select the group you prefer:

1. Working with Title Companies in Maryland
2. Working with Signing Companies within the U.S.

[Click here to view the video - Managing Loan Signings Like A Pro - NNA Conference 2017 \(Dallas, Texas\)](#)



WEDDING OFFICIANT

ACN: No

A wedding officiant is an important figure at a wedding ceremony, responsible for making the marriage official. Their role extends beyond simply leading the ceremony; they work closely with the couple in the months leading up to the wedding day to craft a personalized and meaningful experience.

[How Notaries can add 'wedding officiant' to their list of services](#)



Creating a Business Operational Plan

A business operational plan is essential for establishing and operating a notary and/or TIPIC business legally, efficiently, and effectively. Factors to consider include obtaining an EIN number, registering your business as a sole proprietor or LLC., acquiring business insurance, and more.

More information will be provided to the Focus Group.



Distinguish Your Brand With Effective Marketing Strategies

This focus group will brainstorm strategies for marketing notarial opportunities listed above.

Unlock effective marketing strategies for your notary business. As a notary, investing time and effort in acquiring customers pays off significantly in terms of revenue and client base. If you're seeking ways to expand your general notary work but are unsure where to start, this focus group will explore methods to attract more customers, boost profits, and enhance customer loyalty. Learn how to leverage social media, network with fellow professionals, and provide complementary services to achieve success.

Marketing strategies include:

1. Online search visibility.
2. Blogs
3. Google My Business Account
4. Social Media
5. Advertising
6. and more

More information will be provided to the Focus Group.

[Click here to complete the registration form.](#)

Do you know someone who would like to receive these email notifications? They can send an email request to thedeskofelainewright@comcast.net.

Psst! Psst! Save the Date - November 8 - 9, 2024! **[Click here to learn more about the 2024 Maryland Notary Public Day Conference.](#)** The Honorable Susan C. Lee, Maryland Secretary of State, is our featured guest speaker.



Disclaimer

Please note that I am not an attorney. I strive to be the messenger of correct information for Notaries Public and Title Insurance Producer Independent Contractors (TIPICs).



Plan ahead.

Remember the 5 P's - **Pro**per **Pl**anning **Pre**vents **P**oor **P**erformance

Elaine Wright Harris
President, Trusted Agent Services Group

1. [Click here to read Elaine's bio.](#)
2. [Click here to learn about Elaine's trip to the National Notary Association headquarters in](#)

[Chatsworth, CA - 12/2023.](#)

<https://trustedagentservicesgroup.com/> | w
thedeskofelainewright@comcast.net | e

©2024 Trusted Agent Services Group LLC | Mitchellville, MD 20721

[Web Version](#) [Preferences](#) [Forward](#) [Unsubscribe](#)