

# 5 Steps to Become a Notary Signing Agent

- 1) Get Commissioned** — Meet state requirements, take training/exam if required, apply, bond/oath, buy stamp & journal.
- 2) Certify & Screen** — Complete NSA course/cert, pass annual background check, get E&O insurance (e.g., \$25k+).
- 3) Gear & Compliance** — Dual-tray laser printer + scanner, travel kit, ID-check workflow, journal entries done right.
- 4) Business Ready** — EIN, business bank, W-9, pricing sheet, website/Google profile, scheduling, mileage & bookkeeping.
- 5) Get Hired & Grow** — Create vendor packets, join signing platforms & title lists, collect reviews, keep learning.

## Detailed Mini-Checklist

### Commission in your state

- ☐ Confirm eligibility & training/exam requirements
- ☐ Submit application; complete bond/oath if required
- ☐ Purchase stamp, journal, basic notary kit

### NSA certification & compliance

- ☐ Complete NSA course + exam; pass background screening (annual)
- ☐ Purchase E&O insurance (e.g., \$25k–\$100k)
- ☐ Create notarization workflow (ID check, journal, certificates)

### Tools & workflow

- ☐ Dual-tray laser printer + legal/letter paper; fast scanner
- ☐ Mobile kit: stamp, seals, extra pens, sticky flags, clips
- ☐ Template emails/texts; scan-back & shipping checklist

### Business setup

- ☐ EIN + business bank; W-9 prepared
- ☐ Website/booking (or simple one-pager), Google Business Profile
- ☐ Pricing sheet; invoice template; mileage & bookkeeping system

### **Get signings**

- ☐ Create vendor packet (W-9, E&O, commission proof)
- ☐ Register with multiple signing platforms & title companies
- ☐ Ask for reviews; track orders & turnaround times

### **Notes:**

- Requirements vary by state—confirm your state’s rules for training, exams, bonds, and travel fees before advertising pricing.
- Keep copies of commission, E&O, background check, and IDs handy for vendor packets.
- Start simple—earn with general notary work while building loan-doc expertise.