

Notary Appointment Checklist

Date and time of appointment:_____

Before the appointment

- ☐ Schedule your appointment by calling or texting **865-386-7398**
- ☐ Gather all documents that need to be notarized.
- ☐ Check that your document includes a **notarial certificate block**. If it doesn't, you'll need to know whether it requires an **Acknowledgment, Jurat**, or other act.
- ☐ Make sure your **photo ID is valid, unexpired, and government-issued**. The name on your ID **must match** the name on your document in order for it to be notarized.
- ☐ If **witnesses** are required, confirm whether you'll provide them or if I'll bring them. **Note: There is an additional fee per witness if I provide them.*
- ☐ Review and confirm fees and payment methods accepted.
- ☐ Make sure your document is filled out accurately & completely, but **do not sign** until you're with your notary.

During the appointment

- ☐ Present your **photo ID** for verification. *Name on document must match name on ID.
- ☐ Signer must be **aware, coherent, and willing** to sign.
- ☐ Do not sign the document until instructed to do so.
- ☐ If an oath or affirmation is required, listen carefully and respond clearly.
- ☐ Pay notary, travel fees and (if applicable) witness fees.

After the appointment

- ☐ Obtain your notarized document(s) before leaving.
- ☐ Double-check that notarization is **complete and accurate**.
- ☐ Leave a **Google Review** and let us know how we did - it truly helps our small business!
- ☐ We love referrals ❤️ – if you know someone who needs a notary, please send them our way!

www.SmokyMtnNotary.com

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