

Preparing For Your Notary Appointment

This document explains the steps you should take to prepare for your notary appointment.

Step 1: Prepare your documents

- Ensure you have the correct and complete document(s) ready for your notary appointment.
- Consult with your attorney if you need help determining the correct document for your situation and how to complete it.
- Ensure that the documents are completed prior to your notary appointment.
- Signers can fill-in and initial documents but shouldn't sign until the Notary is present.
- It is against the law for a notary public to provide legal advice, so please don't ask us for assistance completing documents.
- The signer must be able to communicate directly with the Notary in English, without the use of an interpreter.
- The Notary is there to see you in person, check your ID, check the document is complete, complete the notary journal and perform the notary act (usually an acknowledgement or jurat).

Step 2: Have your ID ready

- A Notary Public can establish the identity of a signer first by using one of the following forms of identification:
 - California Driver's License or California ID Card
 - US Passport or US Passport Card
- If the signer does not have one of those forms of identification, then one of the following can be used provided it includes the signer's **photograph, signature, physical description, and a serial number**:
 - State ID card from another state, including Drivers License, ID Card, Voter ID Card
 - Foreign Passport, Consulate ID Card
 - Canadian or Mexican Driver's License
 - Military ID Card
 - California State or City ID Card
 - Tribal ID Card
- If the signer does not have one of those forms of ID, we can still notarize their signature, but will need to use one or two Credible Witnesses.
 - If you believe you need to use Credible Witnesses, please contact us to discuss. We look forward to assisting you!

Step 3: Ensure all parties are available

- Please review your documents carefully to ensure that all parties needing to be present are available for your appointment.
- In some cases, a witness(es) may be required.
- We offer standard appointments from 8am through 7pm, 7 days a week, and offer 'after hours' appointments for an additional fee.
- We can drive to multiple locations to complete notarization acts required. If there are two signers for a document but they are unable to come together for a single appointment, we can accommodate this!

Step 4: Schedule your Notary appointment

- With your document(s) prepared, ID ready and all signers available, you are ready to schedule your appointment.
- To make the process as easy as possible, we come to your residence, or place of business. This also ensures your private business remains confidential.
- We serve with integrity and provide the highest quality of service in a professional environment.
- We fit around your schedule and can be available 24 hours per day, 7 days per week if needed.
- We look forward to being of service to you.
- Call, text, or email today (949) 599-4086 marc@marcblunden.com

By following these steps, you can ensure that you have a successful notary appointment!

