

Mobile Notary Customer Checklist

Use this checklist before booking or before your mobile notary arrives. It helps prevent delays, rejected notarizations, and unnecessary travel fees.

Universal checklist - for every appointment

- Bring a current government-issued photo ID, such as a driver license, state ID, passport, or military ID.
- All signers must be physically present, willing to sign, and able to communicate with the notary.
- Have the full document ready. The document should be complete with no required blank spaces left empty.
- Do not sign before the appointment unless the notary confirms your document can already be signed.
- Know what notarial act you need, such as acknowledgment, jurat, oath, or affirmation. The notary cannot choose this for you.
- Arrange any required witnesses before the appointment unless witness coordination was confirmed in advance.
- Confirm the appointment address, parking/access instructions, and the final estimated price before travel.
- Have payment ready in the agreed payment method before the appointment is completed.

Service-specific checklist

General Notary Services

- Bring the document needing notarization.
- Make sure signer names match ID or be ready to explain differences.
- Bring any instructions from the agency, school, bank, or business requesting the notarization.

NC Vehicle Title Notarization

- Bring the original title and valid ID for each required signer.
- All owners/sellers listed who must sign should be present unless properly authorized.
- Bring lien release, odometer, sale, or DMV paperwork if required.
- Do not use whiteout or make corrections unless DMV/title instructions allow it.

Power of Attorney & Affidavits

- Document must already be prepared by you, an attorney, or a trusted form provider.
- Principal/affiant must appear with valid ID and be willing to sign or swear as required.
- Bring required witnesses if the document calls for them.
- Notary cannot draft, explain, or choose powers or legal language.

Hospital, Home & Care Facility Visits

- Signer must be awake, aware, willing, and able to communicate clearly.
- Confirm facility rules, room number, parking, and visitor access.
- Have ID available and a quiet place to complete the signing.
- Family or staff may not pressure the signer.

Mobile Notary Customer Checklist

Service-specific preparation continued.

Service-specific checklist

Business & Personal Documents

- Bring proof of authority if signing for a company or organization, if requested.
- Use your correct signing capacity, such as owner, officer, member, or agent.
- Bring all pages of the document, including signature and notary pages.

School, Travel & Consent Forms

- Bring parent/guardian ID and the completed form.
- Confirm whether both parents/guardians must sign.
- Bring child information, travel dates, destination, and agency instructions if required.

Printing & Scan-Back

- Email the final PDF before the appointment and confirm page count.
- Do not send revised documents after printing unless reprinting is approved.
- Confirm whether scan-back is required and where the completed scan should be sent.

Loan Signing Services

- Available only after signing-agent certification, background check, and E&O; are complete.
- Borrowers should review loan questions with lender/title before the appointment.
- All required signers must be present with valid ID.

Appointment details to provide

- Your name, phone number, and best way to contact you.
- Appointment address or ZIP code for travel estimate.
- Requested date/time and whether it is after-hours or weekend.
- Type of document or service needed.
- Number of signers and number of notarized signatures.
- Whether printing, scan-back, witnesses, or courier/drop-off support is needed.
- Any access details: gate code, office suite, hospital room, parking, security desk, or facility rules.

Before You Book

A quick reference for customers before requesting a mobile notary appointment.

Price and travel notes

NC notary fee	\$10 per notarized principal signature.
Travel estimate	Based on mileage from the home office to the appointment location and back.
Optional services	Printing, scan-back, waiting time, after-hours/weekend, witness coordination, and courier/drop-off support are separate fees.
Final confirmation	Final price is confirmed before travel so there are no surprises.

When a notarization may need to be refused or delayed

- Signer is not present, is unwilling, or appears confused, pressured, impaired, or unable to communicate.
- Signer does not have acceptable identification and no lawful alternative is available.
- Document has required blank spaces, missing pages, or unclear notarial wording.
- Customer asks the notary to choose the notarial act, explain legal effect, or provide legal advice.
- The document or situation appears fraudulent, coercive, incomplete, or outside the notary role.

Website/legal disclaimer

This checklist is for appointment preparation only and is not legal advice. A notary public is not an attorney and cannot draft legal documents, select the type of notarization, explain the legal effect of a document, or advise whether a document is valid or sufficient. If you are unsure what document or notarial act you need, contact the agency requesting the document or a licensed attorney before the appointment.

Need help preparing for your appointment?

Text or call [Phone], or use the Cost Estimator on our website before booking. Replace placeholders with your business name, phone, and website before uploading this file.