Mobile Notary Appointment Checklist

Use this worksheet to organize an in-person signing.

Before you book

- ☐ Confirm the document version and who needs to sign.
- ☐ Check whether the document calls for witnesses and arrange them ahead of time.
- ☐ Make sure the signers have identification available for the appointment.
- ☐ Confirm the address, suite, visitor entrance and parking.
- ☐ Check who will receive the signed documents and by what time.

City or ZIP code

Preferred date and time

Number of signers and documents

Deadline or appointment notes

Planning worksheet. Use the official form and instructions from the requesting organization.

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