

# **About Us & Preparing for the Notary Visit**

Lehigh Valley Notary is a full-time mobile notary business designed to travel to your location whenever you need a document notarized for yourself, your business, a client or a loved one.

Meeting the demands of your schedule is a top priority for our company; therefore, customers may call us anytime they need a notary. If we are unavailable at the time of your call, please leave a message and, in most cases, we will contact you within minutes.

## **Signer Identification**

When we arrive at your location, the signer(s) of the document(s) to be notarized must possess a valid form of personal identification. Acceptable forms of ID *must be current*, issued by a governmental entity, contain a photo, signature and physical description of the signer (i.e. state-issued driver's license or non-driver's license/ID, military ID, or passport). The notary will need a valid form of identification for each signer.

## **All Parties Present**

All signers of a document **MUST** be present for the notarization. If the document to be notarized requires more than your signature, please make sure that the person is present and in possession of the required identification.

## **Know Your Document**

Know what type of notarization you need—an acknowledgment, Jurat or other—prior to your arrival. This is especially important if the notarial certificate is not attached to your document! *Please ask the organization or person requiring the notarization to provide you with the notarial statement or to advise the type of notarial statement needed. Because notaries are not attorneys, we cannot decide the type of notarization required because it may have important legal ramifications.*

## **Mark Pages To Be Notarized**

Before our notary arrives, mark the page(s) that needs to be notarized if you are bringing in a large document. *Please pay special attention to any blank spaces on the page to be notarized.* If there are blank spaces on the page to be notarized, please put a line through the space or write "NA" (not applicable). If there are misspellings, please make the necessary changes on the document.

## **Notaries Are Impartial**

Please remember that notaries are impartial and prohibited by law from choosing certificates, preparing documents or providing advice.