

**There are several steps that we recommend you take to prepare for a smooth notarization.**

Follow these simple steps to get your document successfully notarized:

1. Know what type of notarization you need.
2. Make sure the document is completed but **DO NOT SIGN The Document** – To get something notarized, you must sign it in the presence of a notary public. DO NOT SIGN your document before meeting the notary public. The notary will either refuse your document or require that you sign it again in front of them.
3. Bring acceptable identification.
4. Make sure the name on your ID matches the name on your document.
5. Have all signers present for the notarization.
6. Be aware and willing to sign.
7. Know what you will be paying.

**Acceptable Forms of (Primary) Identification for Notary Services:**

State-issued driver's license  
State-issued identification card  
U.S. passport issued by the U.S. Department of State  
U.S. military ID  
State, county and local government IDs  
Permanent resident card, or "green card,( issued by the U.S. Citizenship and Immigration Services)

**Acceptable Forms of (Secondary) Identification may include the following (they may ONLY be used as secondary identification in ADDITION to the Primary list above):**

Birth certificates  
Social security cards  
School identification cards  
Credit cards/Debit cards  
Auto/Home insurance declaration page  
State Medicaid/Medicare insurance cards

If you are unable to obtain an acceptable form of identification, you may be able to verify your identity to the notary public through a credible witness.

A credible witness is a person who knows the signer of the document and can vouch for his or her identity. The witness appears at the time of the notarization and takes an oath or affirmation before the Notary that the signer is who they claim to be but lacks other forms of ID. Essentially, a credible identifying witness serves as a human ID card for the signer.

The credible witness believes the signer of the document is reasonably unable to obtain an acceptable form of identification.

The credible witness has no financial interest or incentive for the document's execution.

It's important to note that NOT all states allow the use of credible witness to verify a signer's identify.