



# New Notary Quick Start Guide

*Get set up, get clients, and get paid — faster.*

## ✅ Step 1: Make Sure You're Fully Commissioned

Before accepting any clients, confirm the following:

- You've received your Notary Commission Certificate
- You've purchased your Notary Stamp and Journal
- You're familiar with your state laws (e.g., ID verification, witness rules, prohibited acts)

💡 Tip: Keep digital and physical copies of your certificate, E&O insurance, and commission on hand at all times.

## ✅ Step 2: Build Your Notary Toolkit

Here's what you'll want to have ready:

- Notary Journal (bound, tamper-proof if required)
- Ink Stamp with commission expiration
- Government-Issued ID Guide (for ID verification)
- Mobile Printer + Scanner (optional but powerful for mobile notaries)
- Access to a Remote Online Notary (RON) platform (e.g., BlueNotary, Notarize)

## ✅ Step 3: Get Found – Set Up Your Listings

Start with the following platforms:

- [✓] Yelp Business Page
- [✓] Google Business Profile (Free)
- [✓] Facebook Business Page (Connect it to Yelp)
- [✓] Notary Directories (123notary.com, NotaryRotary, SigningAgent.com)

Make sure your phone number, email, and availability are clearly listed. Add a friendly headshot and brief bio.

## ✅ Step 4: Know Your Pricing

Don't underprice yourself — your time and reliability matter.

Here's a basic structure to start with:

- In-person notarization: \$5 – \$15 per signature (state max applies)
- Mobile travel fee: \$25 – \$50+ depending on distance
- RON: \$25 – \$35 per session (plus platform cut)

💡 Offer flat rates for common services like power of attorney, real estate closings, or I-9 verifications.

## ✅ **Step 5: Avoid Common Mistakes**

- ❌ Don't forget to verify ID (physically or digitally, depending on your platform)
- ❌ Don't pre-stamp documents — always witness the signature
- ❌ Don't skip journal entries — it protects you from liability
- ❌ Don't rely on one source of clients — keep growing your visibility!

## ✅ **Step 6: Get Paid Faster**

- Offer Zelle, CashApp, Venmo for same-day mobile clients
- Use BlueNotary or another platform for secure RON payment
- Consider invoice software (like Wave or Square) for repeat business

## ✅ **Bonus: Keep Learning**

Join Facebook groups like “Notary Titans,” “Loan Signing System,” or your local notary groups. Take extra training courses — and keep up with your state's updates.

☎ Need help or want to talk it out?  
Schedule a free chat or check out additional resources on our website or Yelp page.

You've got this. Stamp strong. 💪