



TRC Mobile Notary Appointment Checklist



Scan to Book Online

✓ What to Bring

- ☐ Valid government-issued photo ID
- ☐ Unsigned documents (unless instructed otherwise)
- ☐ All required signers
- ☐ Required witnesses (if applicable)
- ☐ Payment
- ☐ Reading glasses or accessibility items
- ☐ Supporting documents (if applicable)

✓ Before Your Appointment

- ☐ Review your documents and address any questions
- ☐ Complete any non-signature sections
- ☐ Confirm the appointment address
- ☐ Ensure all signers will be present
- ☐ Let us know in advance if you need printing or witness services
- ☐ Provide facility information if applicable

✗ Help Avoid Common Appointment Delays

- ☐ Verify your ID is current and acceptable
- ☐ Ensure all required signers are present
- ☐ Arrange required witnesses
- ☐ Wait to sign unless instructed otherwise
- ☐ Bring complete documents
- ☐ Contact us if you have questions before your appointment

(925) 306-4547 • Thomas@TRCMobileNotary.com • www.trcmobilenotary.com
Commissioned • Bonded • Insured California Notary Public

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