

# Notary Public



## YOUR RESPONSIBILITY:

- All signers must be present in person
- Every signer must have proper photo identification (see complete list below), must be completely able to understand the significance of the document, and must sign of their own free will.
- Document(s) must be completely filled in, no blank spaces except client signature & notarization section.
- By law, CA notaries cannot give legal advice. Please be sure to speak with your attorney or other advisor and get answers to any questions you may have before the meeting.

## DOCUMENT REQUIREMENTS:

- All signers must be present in person
- Every signer must have proper photo identification (\*see complete list below), must be completely able to understand the significance of the document, and must sign of their own free will
- Document must be completely filled in, no blank spaces (except client signature & notarization section)
- By law, CA notaries cannot give legal advice - please be sure to speak with your attorney or other advisor and get answers to any questions you may have BEFORE you meet me for the signing!

## REQUIRED ID:

At least one form of a government-issued ID that includes a photo, signature, serial number, and physical description:

- State-issued driver's license from California or any other state
- State ID card issued by California or any other U.S. state
- United States passport or consular identification from signer's country of citizenship
- U.S. military ID card
- Inmate ID card issued by the state of California.
- Employee ID card issued by an office or agency of the state of California.
- ID card issued by a federally recognized tribal government

## HOURS OF SERVICE & APPOINTMENTS:

Serves Escondido, San Marcos, and Rancho Bernardo.

**In office hours:** 07:00 a.m. – 03:00 p.m.

**Travel hours:** 04:00 p.m. – 07:00 p.m.

Services are usually provided the same day in most cases. Depending on the time, appointments can be made at a client's home, office, hospital room, or any neutral setting such as a restaurant or coffee shop. You can avoid the travel fee by making an in-office appointment between 8 a.m. and 3:30 p.m. After-hours appointments are available for an additional service fee. Schedule an appointment by email or phone.

## FEES:

Per Signature	\$15.00	each
Certified Copy of Power of Attorney	\$15.00	each
Certified Copy of Journal Entry	\$00.30	each
Apostille: State Only (approx. 2-3 weeks wait time)	\$95.00	each
Apostille: plus US Dept of State (approx. 2-3 weeks wait time)	\$95.00	each
Consulate Legalization: (approx. 2-3 weeks wait time)	\$95.00	each
Consulate fees	Varies	by country
Travel:		
0 - 5 miles	\$30.00	each
6 – 10 miles	\$60.00	each
Additional Miles	\$ 1.00	each add'l mile

## PAYMENT TERMS:

Payment is due at signing.

Accepted payment methods: PayPal, Zelle, Venmo, and cash.



## DISCLAIMER

Please consult an attorney in advance about any legal questions regarding a document that needs to be notarized.