**Atlanta Mobile Notaries**

**Requirements/Supplies for Notaries**

Often times we are approached by notaries who are interested in joining our service. If you are interested in becoming one of our notaries please review our requirements. Absence of certain items will limit the types of assignments that you can perform. This is a LEAD REFERRAL SYSTEM-We are not your employer and you are not our contractor. Leads are provided to you for a fee. We only take a fee from leads that manifest. No fee is expected from you if a lead does not pay, conversely no compensation is expected from Atlanta Mobile Notaries if the lead does not pay.

1. **Smartphone**- Text, Email capabilities. A tablet is an acceptable alternative for internet access.
2. **Notary Handbook**- Available at the GSCCA for $10.00. You will be required to have purchased and read this entire document.
3. **Responsiveness to Texts/Voice Mails-**Most of our leads are internet based and come with a sense of urgency. You are also expected to respond to missed calls and answer calls that come from unfamiliar numbers or different area codes.
4. **Timeliness-WE SUBTRACT FOR LATENESS that does not follow the following protocol.** A phone call to the client and to the service is expected for any and all lateness. You are expected to leave a voicemail and send a text if the client or the service does not answer the phone. Our standard is that you arrive 15 minutes before your appointment to allow for parking.
5. **Copy of your notary appointment-** Please email to AtlantaMobileNotaries@yahoo.com
6. **GPS**- We recommend a window mount GPS for safety. Phone based systems are not advised for safety.
7. **Blue pens only**-All documents are signed with blue pens PERIOD. You are expected to have blue pens in your notary box.
8. **Sales order book or invoice book**-Client receipts must show their address. This is required for your notary log which is required. The clients name and address and the type of document notarized is required. You must also record the client’s phone number and email address also. After the assignment is complete, go to [www.AtlantaMobileNotaries.com](http://www.AtlantaMobileNotaries.com) and complete the make an appointment section for the company log.
9. **Self-inking notary stamp.** Most of our documents are faxed. If you chose to get an embossing stamp you must have a self-inking stamp also with your seal.
10. **You must keep your notary kit/box in your car at all times.** We are advertised as a 24/7 service. We commit to answering any all inquiries in Metro Atlanta in about an hour. That does not leave time for you to drive back to your home or office to get your stamp and notary box.
11. **Polite, professional manner, dress and demeanor-**
	1. **NO SMOKING**
	2. **CLOTHING-NO SAGGING, BASEBALL CAPS, SPANDEX OR LEGGINGS**
12. **Payment-** Our preferred method of payment is PAYPAL. If you do not have a paypal account, you will be paid by check. No exceptions. If you do not have a bank account the check cashing fee is your responsibility. Cash payment is not available.
13. **TEXTING**-**Only text the service before 9am and after 9pm**. If you are unable to communicate by phone an email is always welcome. Generally notaries are driving during those times and we do not support or encourage distracted driving.
14. **Leave the client our business card when completed**- This looks more professional and will make the client more likely to call back if they have a need in the future.
15. **FEE STRUCTURE**-Clients are not charged for mileage or parking. There is a banded flat fee per by county.
16. **Late night appointments**-Credit card payments are required after 8pm. If the client wants to meet at a place of business, you must meet them indoors and the business must be open. For your safety, do not transact business in the parking lot of any establishment.
17. **Call and speak to client before you put your key in the ignition**.-Things happen clients are delayed or they think you forgot.
18. **LOANS/Printing documents**-

If you do a loan understand that you are paid from the proceeds from the signing company. Some pay very late and on occasion some do not pay. Understand that you take that risk when you do a loan. If this is a risk you are unwilling to take, do not take a loan assignment

**Laser Printer not ink jet printer-**Loan documents can be 100 pages or more and they can not be printed on an ink jet.

**Fax machine or scanner-**Often times mortgage companies require fax or scan of documents.

**Invoice only-**These companies pay on an invoice basis which can be 60-90 days from the assignment.

**Atlanta Mobile Notaries Notary Checklist**

BEFORE YOU START, Make sure you have the following

**REQUIRED**

\_\_\_\_\_\_ Smart Phone with camera and email capabilities

\_\_\_\_\_\_\_\_ Notary Handbook from the GSCCA

\_\_\_\_\_\_\_ Receipt Book (Complete with Address information lines)

\_\_\_\_\_\_\_\_ Self Inking Notary Stamp

\_\_\_\_\_\_\_\_ Blue Pens (gel pens preferred)

\_\_\_\_\_ Email a copy of your notary commission to AtlantaMobileNotaries@yahoo.com

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**HIGHLY RECOMMENDED**

\_\_\_\_\_\_\_\_ Paypal account (preferred)

\_\_\_\_\_\_ Car Mounted GPS eg Garmin or TomTom (We do not recommend using one on your phone for safety reasons)

\_\_\_\_\_\_\_\_ Laser Printer\*

\_\_\_\_\_\_\_ Fax Machine or Scanner\*

\*Alternately you can use an office supply store at your expense.

Notary Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_