

What To Bring To Your Notary Appointment

— A SIMPLE GUIDE FOR IN-PERSON &
REMOTE ONLINE NOTARIZATION (RON) —



Before Your Appointment

Notaries are required to verify identity, willingness, and awareness before completing a notarization. Bringing the correct items helps your appointment go smoothly and protects everyone involved from fraud or document errors.

FOR ALL NOTARY APPOINTMENTS



YOUR UNSIGNED DOCUMENT

Most documents must be signed in front of the notary unless instructed otherwise by law or the document issuer.



VALID GOVERNMENT-ISSUED PHOTO IDENTIFICATION

Examples include:

- Driver's License
- State ID Card
- Passport
- Military ID

Your identification should be current or otherwise acceptable under Pennsylvania notary regulations.



ALL PAGES OF THE DOCUMENT

Even blank pages or attachments should be included if they are part of the original document package.



ANY REQUIRED WITNESSES

Some documents require witnesses in addition to notarization.

Please confirm ahead of time whether:

- witnesses are needed
- how many are required
- and whether the notary may serve as a witness



KNOW WHAT YOU ARE SIGNING

A notary verifies identity and willingness—
not legal understanding.

Please review your documents carefully before your appointment. If you need legal advice, consult an attorney.

WHAT NOTARIES CANNOT DO

- ☒ Give legal advice
- ☒ Prepare legal documents unless separately qualified
- ☒ Choose forms for you
- ☒ Notarize incomplete documents
- ☒ Explain legal consequences
- ☒ Ignore identification requirements



A notarization confirms identity and willingness—it does *not* make a document "legal" or guarantee its contents.

Whether your notarization is completed in person or remotely, my goal is to provide professional, secure, and Pennsylvania-compliant notary services while helping protect the integrity of your important documents.

FOR REMOTE ONLINE NOTARIZATION (RON)

Remote notarization is completed securely online through approved audio/video technology.



A COMPUTER, TABLET, OR SMARTPHONE

With camera, microphone, and stable internet connection.



YOUR PHYSICAL PHOTO ID AVAILABLE

Identity verification is required during the online session.



ACCESS TO EMAIL

You may receive secure links or document access instructions electronically.



A QUIET, WELL-LIT SPACE

The notary must be able to clearly see and communicate with you during the session.

COPY CERTIFICATIONS

Pennsylvania notaries may certify copies of certain documents as true and accurate reproductions of the originals.

IMPORTANT RESTRICTIONS

Notaries may NOT certify copies of:

- birth certificates
- death certificates
- marriage certificates
- many court or government-issued records

These must be obtained directly from the issuing agency.

MY COPY CERTIFICATION POLICY

To preserve document integrity and help reduce the potential for fraud, altered documents, or incomplete reproductions:



COPY CERTIFICATION SERVICES ARE PERFORMED IN PERSON ONLY.

Original documents must be physically presented for examination.

HELPFUL TIPS



REVIEW
DOCUMENTS
BEFORE ARRIVAL



BRING GLASSES IF
NEEDED



ALLOW EXTRA
TIME FOR
QUESTIONS



VERIFY WHETHER
YOUR RECEIVING
AGENCY ACCEPTS
REMOTE
NOTARIZATION



DO NOT SIGN
EARLY UNLESS
INSTRUCTED

Professional.
Secure. Compliant.

Kathy McCabe

Pennsylvania Notary Public
Remote Online Notary (RON) via BlueNotary
www.thebestva.com

