TEXAS DOCUHUB | ELITE TAX STRATEGIES

Document & Notary Visit Checklist

Prepare for a document or notary conversation.

Tell us about the document

- [ ] Identify the document and the service you need.
- [ ] Ask whether the document needs preparation, review, or notarization.
- [ ] Tell us about any deadline or special instructions you received.

Before an appointment

- [ ] Ask what identification may be required for your specific document.
- [ ] Ask whether witnesses or additional signers must be present.
- [ ] Keep the document and related instructions together.

Requirements vary by document. Confirm appointment details before you visit.

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