

Notary Visit Checklist

Prepare for an in-store visit at The UPS Store #2181, 3020-I Prosperity Church Rd, Charlotte, NC 28269.

- ☐ **Confirm the form with the recipient**
Use the document and instructions supplied or accepted by the receiving organization. A notary cannot choose a legal form or write your statement.
- ☐ **Bring the complete document**
Include every page and any attachments. Complete the parts you are responsible for; leave the notarial certificate for the notary.
- ☐ **Bring qualifying current photo identification**
Bring current government-issued ID with your photograph and either your signature or physical description. Call first if your ID is expired, damaged, unusual, or unavailable.
- ☐ **Have every required signer attend**
Each person whose signature needs in-store notarization should be present and meet the identification requirements.
- ☐ **Check witness requirements**
Ask the recipient how many witnesses are needed and who is eligible. Bring them, or call about the separate \$5 per witness signature service when available.
- ☐ **Check when to sign**
Affidavits with a jurat must be signed before the notary with an oath or affirmation. Other acts differ. If unsure, wait and ask before signing.
- ☐ **Call ahead and plan for the fee**
Call 980-250-0591 to confirm a commissioned notary is available. In-store notarization is \$10 per notarized principal signature; witness service is separate.

If qualifying ID is unavailable, North Carolina has a narrow credible-witness method: the witness must personally know you, be personally known to the notary, and meet the legal requirements. Call first. Completion depends on the notary reviewing the signer, document, certificate, and requested act.

References

North Carolina identity and signing definitions (G.S. 10B-3)
Charlotte Notary: visit preparation and current pricing