NOTABLE SERVICE GROUP

HOW TO BECOME A NOTARY & LOAN SIGNING AGENT

TWO PATHS. ONE PURPOSE. FINANCIAL FREEDOM.

FOLLOW THESE STEP-BY-STEP PATHS TO BUILD A FLEXIBLE BUSINESS AND EARN **EXTRA INCOME** ON YOUR TERMS!

PATH 1: BECOME A NOTARY

1. **CHECK YOUR STATE REQUIREMENTS**
   Visit your Secretary of State website to review notary requirements (age, residency, background check, education, etc.).
2. **COMPLETE THE APPLICATION**
   Fill out your state notary application and pay the required fees.
3. **COMPLETE REQUIRED TRAINING**
   Some states require education. Complete the notary training if required.
4. **PASS BACKGROUND CHECK**
   Submit to a background check as required by your state.
5. **PURCHASE YOUR BOND**
   Buy a surety bond (amount based on your state requirements).
6. **RECEIVE YOUR NOTARY COMMISSION**
   Once approved, you'll receive your Notary Commission from the state.
7. **PURCHASE YOUR SUPPLIES**
   Order your notary stamp, journal, bond, and other essential supplies to get started!

YOU ARE NOW AN OFFICIAL NOTARY!
You can now perform motarial acts in your state.

PATH 2: BECOME A LOAN SIGNING AGENT

1. **BECOME A COMMISSIONED NOTARY**
   You must be a commissioned Notary before becoming a Loan Signing Agent.
2. **COMPLETE LOAN SIGNING AGENT TRAINING**
   Take a reputable course to learn loan documents, signing procedures, and industry best practices.
3. **GET CERTIFIED (RECOMMENDED)**
   Certification shows professionalism and helps build trust with signing services and clients.
4. **PURCHASE E&O INSURANCE**
   Errors & Omissions insurance protects you and is required by most signing services.
5. **OBTAIN YOUR EQUIPMENT**
   Invest in a printer, dual tray if possible, quality paper, pens, thumbprints pad, USB drive, and a reliable scanner.
6. **JOIN SIGNING PLATFORMS**
   Sign up with reputable companies to get added to their list of signing agents. (Examples: NotaryCafe, Signing Order, Snapdocs, etc.)
7. **MARKET YOUR SERVICES**
   Create a simple website or business card, set up social media, and network in your local community.
8. **ACCEPT SIGNING ASSIGNMENTS**
   Build your reputation, provide excellent service, and watch your business grow!

YOU ARE NOW A LOAN SIGNING AGENT!
You can accept loan signings and earn $75 – $300+ per signing!

WHY BECOME A NOTARY & LOAN SIGNING AGENT?

- **FLEXIBLE SCHEDULE** — Work on your own time.
- **EXTRA INCOME POTENTIAL** — Earn $75 – $300+ per signing.
- **BE YOUR OWN BOSS** — Build a business on your terms.
- **HELP OTHERS** — Provide an important service in your community.

You Can Do This!

ONE STEP AT A TIME CAN LEAD YOU TO FINANCIAL FREEDOM.