Elite Notary Signing: New Notary Training Guide

Welcome to Elite Notary Signing! This training guide is designed to help new notaries establish a strong foundation in mobile notary, loan signing, apostille processing, and professional client service.

1. Getting Started as a Notary

- Understand your state's notary laws and commission process
- Purchase required supplies: journal, stamp, and photo ID
- Secure notary errors & omissions (E&O) insurance
- Join the National Notary Association or a local chapter for continued learning

2. Key Notarial Acts and Best Practices

- Acknowledgments vs Jurats: Know the difference
- Proper ID verification techniques
- Completing certificates accurately and legibly
- Keeping a well-maintained notary journal

3. Mobile and Remote Notary Tips

- Confirm appointments and client ID in advance
- Arrive on time and dress professionally
- Maintain confidentiality with all documents
- Use secure platforms for remote notarization

4. Introduction to Apostille Services

- What is an apostille?
- How to identify apostille-eligible documents
- State vs federal apostille guidelines
- Couriering documents to the Secretary of State

5. Loan Signing Essentials

- Understand common loan documents: Note, Deed of Trust, Closing Disclosure
- Guide signers through forms (but don't explain legal terms)

- Double-check signatures and dates
- Return documents promptly to escrow/title company

6. Client Communication and Professionalism
- Respond quickly and clearly to inquiries
- Use a respectful, courteous tone with all clients
- Follow up after appointments when needed
- Collect reviews and testimonials for growth

This guide is a starting point — we encourage ongoing learning, mentorship, and participation in notary communities. Welcome aboard!