Checklist For Starting a Notary Business

State Requirements

- ◯ Research state-specific laws
- ◯ Complete required training
- ◯ Pass the state notary exam
- ◯ Obtain a background check

Notary License

- ◯ Submit application to state
- ◯ Pay necessary fees
- ◯ Purchase notary seal
- ◯ Order official journal

Business Structure

- ◯ Choose business entity
- ◯ Register business name
- ◯ Obtain EIN from IRS
- ◯ Open a business bank account

Supplies and Equipment

- ◯ Notary stamp and seal
- ◯ Notarial journal
- ◯ Record-keeping materials
- ◯ Secure storage for records

Service Offering

- ◯ Determine service fees
- ◯ Decide on service area
- ◯ Consider mobile notary services
- ◯ Offer virtual notary services

Business Marketing

- ◯ Create a professional website
- ◯ Utilize social media platforms
- ◯ Network with local businesses
- ◯ Distribute business cards

Go-to Resources for Starting a Notary Business

Training and Certification
- National Notary Association
- American Association of Notaries

Marketing Tools
- Wix
- Squarespace
- Vistaprint

Business & Accounting
- ZenBusiness
- Northwest Registered Agent
- FreshBooks
- MyCorporation

Useful Tools
- QR Code Generator
- Domain Name Search Tool

*All of the resources are clickable links

step by step business