

THE ULTIMATE GUIDE ON HOW TO **MAKE UP TO \$50K PER YEAR AS A NOTARY PUBLIC**

BY SHEKA BLESSED



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HOW TO MAKE UP TO \$50K PER YEAR AS A NOTARY PUBLIC

WELCOME MY FELLOW NOTARY PUBLIC!

Today you will learn about several ways to earn an income as a Notary Public. If you are currently a Notary public, you will find helpful tools that can be used to grow your business and expand the types of services that you offer. As a current business owner and Notary Public I am always looking for ways to build my brand and to help others who may need direction. I have searched through the top resources that are available to Notaries and have narrowed them down to the most effective resources that I found useful. I have included those resources in this packet as well as some helpful tools that I used to build my social media presence and gain new clients. I hope that you find this information helpful and I look forward to networking with each of you to create a strong Notary presence around the country and encourage others like ourselves to be their own boss.



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HOW TO BECOME NOTARY PUBLIC

To become a Notary public there is no degree required. Most states do require that you are of good moral character, at least 18 years old, and submit to a background check.

1. The first step is to determine the notary educational requirements for your state. The best place to find the most up to date information is through the *National Notary Association* aka “NNA” (www.nationalnotary.org). You can also do a Google search on “become a Notary Public”. There is also a list of links for each state’s Notary division on the resources page of this packet.

2. Once you have completed your educational requirement you must now complete your Notary application and submit it through a bonding agency so that they may submit your information to the state for approval. I strongly recommend that you also obtain “*Errors & Omissions Insurance*”. Once your Notary application is approved you should receive your notary commission certificate as well as your Notary stamp/seal. You can also find a list of bonding agencies for the state of Florida on the resources page, these agencies are the most inexpensive ones that I found for the state.

3. Once you receive your Notary commission you must choose how you would like to register your business with your state. For most Notaries that are operating on their own they will choose a fictitious name and operate as a sole proprietorship. If you intend to hire employees or if you are planning on expanding in the future, you may register as LLC aka “Limited Liability Corporation”. If you would like assistance registering a business in the state of Florida contact SBNT Express at www.sbntgroup.com we can get your LLC registered in 24-48 business hours.

4. Once you are registered with the state you are now ready to operate your new Notary business. You may also need to check with the local city or county to see if there are any local requirements to do business in the county where you live.

Congratulations you are now ready to start accepting clients and marketing your business!

HOW TO BECOME A NOTARY SIGNING AGENT

To become a Notary signing agent you must first complete a training course and obtain agent training and background check. I personally recommend using the National Notary Association aka NNA to complete the training and/or certification. The NNA training and certificate is the most recognized and acceptable signing agent certification in the U.S.

1. Complete the Notary signing agent course. For your convenience I have provided a list of companies in the resources section of this packet.
2. Once you have completed the required training and background check you will receive your signing agent certification. Once you have received your certification you are now ready to start registering with title companies and other signing companies to start building your loan signing business.
3. To register for each signing company, you will be required to provide one or more of the following documents; your notary commission, picture identification, Form W9, errors and omissions insurance, background check, and references. Most of the larger companies will require that you complete at least 50 loan closings before they offer you assignments.
4. Start registering with signing agencies and responding to offer no matter how small the offers are. Some signing companies will have a non-negotiable offer, others will offer you the opportunity to decline and enter your desired pay. I can advise you that from my personal experience you should accept all offers just to get the experience and once you are comfortable with the loan closing process you can start to negotiate offers.

Congratulations you are now ready to start accepting
loan signing!

FREE MARKETING RESOURCES

One of the most important things that every small business owner should become an expert at is marketing. Many customers are very unfamiliar with the mobile Notary and Notary Loan signing agent services. Social media has dominated the marketing industry and is the most effective way to reach thousands of potential clients for free or low cost. Facebook is the most effective platform because you can utilize the groups option (*free*) or sponsored (*paid*) option to reach thousands of people. Below are some of the most effective platforms that I recommend you register and list your business.

1. Google My Business
2. Facebook
3. Yelp
4. Instagram
5. Twitter
6. TikTok
7. Classifiedads.com
8. Craigslist.com
9. Bing.com
10. Yp.com

Another very important step to take is to establish a website. *Wix.com* is the easiest and most user-friendly site that offer a free domain and will also walk you through setting up your website. *Wix.com* also has a free booking feature that allows clients to book appointments online. Keep in mind when as a new business owner it is always a clever idea to exhaust all the free resources before you start paid services even if you have funds that saved or set aside for your business. Once you have registered for all the sites above you are now ready to start engaging with clients on social media. One of the most important things that you must remember is to stay current and active on social media. Facebook and Instagram also give the option to share your posts on both platforms as well as others. Use these features to save time and create a daily routine so that you don't have to spend too much time posting and managing social media.

FREE USEFUL APPS AND TOOLS

One the most effective ways to reach potential clients on social media is by posting images and videos on social media. I have found that there are many useful apps out there that are free to use and fairly user friendly. I started using these apps as well as others and I found these three to be the most useful. Keep in mind that you may have to use other resources such as Google and YouTube to learn more about these apps.

1. Picsart
2. Canva
3. InVideo AI
4. CamScanner
5. Chatgpt
6. Mapquest
7. Square
8. Poster my wall

Some of these apps offer a paid version but it is not necessary to use to create posts or videos for your social media accounts. One very good feature that is offered by Canva is the logo design. If you do not have a logo for your business or unable to pay to have one designed for you, you can create your own logo at no cost. I recommend that you first decide based on your company name and the services that you offer that you choose a design that best suits your business.

NOTARY PUBLIC & BUSINESS RESOURCES

As a new Notary Public, you are going to need all the help that you can get until you become familiar with all the different forms and documents that you may see on a regular basis. I still utilize these resources and I also use the notary certificates that are available to Florida Notaries because you may be faced with instances where the document that is presented to be notarized does not have the proper “Notary Language” that is required by the state.

1. www.notaryfl.com/resources.html

This website offers free PDF downloadable Notary certificates. These certificates can also be used to practice notarization as well as to become familiar with the different types of acknowledgements and jurats (Sworn statements) that you may come across. Always follow the instructions in the Notary manual and never be afraid to refuse service if you are uncertain or you suspect fraud.

2. www.sba.gov

The U.S Small business association is a great resource for small business owners including notaries.

3. www.irs.gov

The Internal Revenue Service is also a good resource for small business owners. On the IRS website you can apply and receive your Employer Identification Number (EIN) within minutes. Also, simply search the keyword “EIN” for more information including forms and publications.

4. www.nationalnotary.org

The National Notary Association is also a very good resource to get notary news and updates nationwide. You can also search current notary fees for your state as well as other notary information for your state. If become a member, they also have a notary hotline that you can call for assistance. The NNA also has useful information such as the maximum notary fees that you can charge based on your state.

HOW TO REGISTER FOR NOTARY SIGNING AGENT JOBS

As a Notary signing agent you are a contractor and will have to market yourself to title companies and lenders to be assigned to work. To register as a vendor, you may have to mail your information along with their application or apply online. Some companies require additional training or testing as it pertains to the mortgage industry. These companies will normally send you an email notification that you need to complete the training. Majority of the times the training is free of charge and does not require much time. Below are some of the loan signing and title companies that I have personally worked with and registered for. I also recommend going to each company's website and checking for a contact email address in the event you sign up as a vendor, but you do not receive a confirmation or if you are not receiving loan signing offers.

www.timios.com/media/ostp4lbf/signingagent.pdf

www.snapdocs.com

www.signing-solutions.com/

www.sbntgroup.com/partner-application/

www.superiornotaryservices.com

Keep in mind that these companies are just the ones that I have worked with personally and there may be other companies out there. As always when in doubt you can do a Google search for loan signing companies.

TIPS AND TRICKS

Facebook groups is a very effective way to reach a lot of potential clients and create brand awareness. The fastest way to advertise in groups is by adding your post to the group story. Most groups will only allow 1-3 posts per week, but you are able to add to the group story daily. When adding your post to the group story be sure to tap on the lowercase & uppercase letters to the upper right-hand corner of the screen and add your contact details. Also keep in mind that the Notaries are needed in many aspects of life, so you can join any group that allows you to share to their story.

When it comes to marketing you must become very comfortable approaching potential clients. Another very effective way to market is post cards. I recommend ordering *50-100 4" x 6" postcards* from Vistaprint.com. These postcards cost only *\$0.37 each* to mail. Once you receive your post cards do a google search for the following businesses within 25 miles of your home or office location and mail a post card to them. For hospitals I recommend calling and asking them for the social services department and confirming the correct mailing address. The facilities below are all places that I have mailed my postcards and sometimes business cards to and have been very successful in getting clients. Though they may already have notaries on site, those notaries are not always available, and they will call just to ensure that the client gets the services that they need. In some states such as the state of Florida any child under the age of 18 must have a notarized parental consent in to have a body piercing or a tattoo, hence the need for a notary public at a tattoo shop.

Nursing Homes

Hospitals

Hospice Care

Assisted Living Facilities

Rehabilitation Centers

Memory Care Centers

Tattoo Shops.

NOTARY WEBSITES BY STATES

Alabama

<http://sos.alabama.gov/>

Alaska

<https://www.commerce.alaska.gov/web/cbpl>

American Samoa

<http://americansamoa.gov/>

Arizona

www.azsos.gov/business_services/notary/

Arkansas

<https://www.sos.arkansas.gov>

California

<http://www.sos.ca.gov/notary/>

Colorado

[http://www.sos.state.co.us/pubs/notary/notaryhome.html'](http://www.sos.state.co.us/pubs/notary/notaryhome.html)

Connecticut

<http://www.sots.ct.gov/sots/cwp/browse.asp?A=3184#>

Delaware

<http://notary.delaware.gov/>

District of Columbia

<http://os.dc.gov/os/site/default.asp>

Florida

<http://notaries.dos.state.fl.us/index.html>

Georgia

www.gsccca.org/projects/aboutnp.asp

Guam

www.guamattorneygeneral.com

Hawaii

<http://hawaii.gov/ag/notary>

Idaho

www.sos.idaho.gov/notary/npindex.htm

Illinois

www.cyberdriveillinois.com/departments/index/notary/home.html

Indiana

www.in.gov/sos/business/2378.htm

Iowa

www.sos.state.ia.us/notaries/index.html

Kansas

www.kssos.org/business/business_notary.html

Kentucky

<https://www.sos.ky.gov/bus/businessrecords/notaries/Pages/default.aspx>

Louisiana

<https://www.sos.la.gov/>

Maine

www.maine.gov/sos/cec/notary/notaries.html

Maryland

<http://www.sos.state.md.us/Notary/Pages/default.aspx>

Massachusetts

www.sec.state.ma.us/pre/prenot/notidx.htm

Michigan

www.michigan.gov/sos

Minnesota

<https://notary.sos.state.mn.us>

Mississippi

<http://www.sos.ms.gov/BusinessServices/Pages/Notaries-FAQs.aspx>

Missouri

www.sos.mo.gov/business/commissions

Montana

<http://sos.mt.gov/notary/index.asp>

Nebraska

www.sos.state.ne.us/business/notary/

Nevada

www.nvsos.gov/index.aspx?page=165

New Hampshire

<http://sos.nh.gov/>

New Jersey

<http://www.state.nj.us/treasury/revenue/dcr/programs/notary.shtml>

New Mexico

<http://www.sos.state.nm.us/>

New York

<https://www.dos.ny.gov/licensing/notary/notary.html>

North Carolina

www.secretary.state.nc.us/notary

North Dakota

www.nd.gov/sos/notaryserv

Northern Marianas

<https://www.usa.gov/state-government/northern/mariana/islands>

Ohio

<https://www.sos.state.oh.us/notary/#gref>

Oklahoma

<https://www.sos.ok.gov/notary/default.aspx>

Oregon

<http://sos.oregon.gov/business/Pages/notary.aspx>

Pennsylvania

www.dos.state.pa.us/notaries

Puerto Rico

www.ramajudicial.pr/odin/index.htm

Rhode Island

<http://sos.ri.gov/business/notary/>

South Carolina

www.scsos.com/notaries_and_apostilles

South Dakota

<https://sdsos.gov/>

Tennessee

<https://sos.tn.gov/notary-commissions>

Texas

www.sos.state.tx.us/statdoc/index.shtml

Utah

<https://notary.utah.gov/>

Vermont

<https://www.sec.state.vt.us/>

Virginia

www.commonwealth.virginia.gov/officialdocuments/notary/notary.cfm

US Virgin Islands

www.ltg.gov.vi

Washington

www.dol.wa.gov/business/notary

West Virginia

www.wvsos.com/business-licensing/notaries/pages/default.aspx

Wisconsin

www.wdfr.org

Wyoming

<http://soswy.state.wy.us/>