KIWI NOTARY
& ELITE PRINTING SERVICE

FAST. SECURE. CONVENIENT.

REMOTE NOTARIZATION INSTRUCTIONS

1 HAVE YOUR ID READY

You must present a valid, government-issued photo ID.

The following IDs are acceptable:

DRIVER'S LICENSE

STATE ID CARD

PASSPORT

PERMANENT RESIDENT CARD

U.S. MILITARY IDENTIFICATION

ID MUST BE CURRENT, UNEXPIRED, AND CLEARLY VISIBLE.

2 UPLOAD YOUR DOCUMENTS (PDF ONLY)

- All documents must be converted to PDF format.
- We can only accept PDF files for security and quality purposes.
- Do not send images, (JPG, PNG, etc.) or Word documents.
- You may upload your PDFs securely through the link provided by your Notary.

3 DO NOT SIGN BEFORE YOUR APPOINTMENT

- Do NOT sign any part of your document before appearing before the Notary.
- All signatures must be done during the live session while the Notary is watching.
- Pre-signed documents cannot be notarized.

SIGN DURING THE LIVE SESSION ONLY

4 DURING YOUR REMOTE NOTARIZATION SESSION

- You must be in a private, quiet location.
- Have a reliable internet connection.
- You must be visible on camera and present your ID when asked.
- Follow all instructions from your Notary.

Thank You!

We appreciate your cooperation and look forward to serving you.

YOUR PRIVACY IS OUR PRIORITY
All sessions are secure, confidential & encrypted.

NEED HELP?
Contact Kiwi Notary for assistance before your appointment.

KIWI NOTARY
& ELITE PRINTING SERVICE
kiwinotaryservice@gmail.com
(929) 383-9705

FAST. SECURE. CONVENIENT. ♥ ANYTIME. ANYWHERE.