



## Notary Request Form

### Requestor Information

Your Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Direct Phone/Ext: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Upon Completion, Notify us via: Phone  Email  Fax  None

### Requestor Information

### Signing Information

Date Needed: \_\_\_\_\_ Time Needed: \_\_\_\_\_ Approximate Duration: \_\_\_\_\_

Type of signing: Loan Closing  Single Document  Other

Signing Location: \_\_\_\_\_

Signor Name (s): \_\_\_\_\_

Checklist: Documents Complete  Signors have photo ID

Additional information:  
\_\_\_\_\_  
\_\_\_\_\_

..... *Attorney's Choice LLC Use Only Below This Line* .....

In Office

Off Site

Start Time: \_\_\_\_\_ Stop Time: \_\_\_\_\_ Travel Time: \_\_\_\_\_ Total Time: \_\_\_\_\_

Total Charge: \_\_\_\_\_ Paid in full  Will bill