

THE NOTARY BLUEPRINT

NOTARY STARTUP SUPPLY CHECKLIST

Before Your First Notarization

Use this checklist to build your notary kit in stages. Start with what your state requires, add the tools that support professional service, and upgrade as your business grows.

A NOTE BEFORE YOU SHOP

Notary laws and required supplies vary by state. Always review the current requirements of your commissioning authority before purchasing seals, journals, certificates, bonds, or other official tools.

1. REQUIRED BEFORE YOU CAN NOTARIZE

Confirm each item against your state requirements.

☐	Official commission certificate <i>Once issued by your state.</i>
☐	Official notary seal or stamp <i>The wording and format must match your commission and state rules.</i>
☐	Notary journal <i>Use a bound or tamper-evident journal when required or recommended.</i>
☐	Acknowledgment certificates <i>Keep loose certificates available only when appropriate and permitted.</i>
☐	Jurat certificates <i>Keep loose certificates available only when appropriate and permitted.</i>
☐	Embosser <i>Only if required or chosen for your business.</i>
☐	Replacement ink or approved ink pad <i>Match the type and color allowed by your state.</i>
☐	Inkless thumbprint pad <i>If required for certain transactions in your state.</i>
☐	Surety bond <i>If required before your commission becomes active.</i>
☐	Errors and omissions insurance <i>Not always required, but worth considering for additional protection.</i>

2. STRONGLY RECOMMENDED FOR DAILY WORK

These tools support efficiency, organization, and professional service.

☐	Blue and black ink pens <i>Carry extras and confirm the signer uses the required ink color.</i>
☐	Professional portfolio or clipboard <i>Keeps documents organized and provides a stable writing surface.</i>
☐	Document folders or envelopes <i>Protect completed paperwork and help prevent pages from being mixed.</i>
☐	Locking briefcase or secure carrying case <i>Protects seals, records, and client information.</i>
☐	Phone charger and backup cable <i>A dead phone should never derail an appointment.</i>
☐	Portable battery pack <i>Useful during long mobile days or power disruptions.</i>
☐	Reliable navigation app or GPS device <i>Plan routes and allow realistic travel time.</i>
☐	Vehicle phone mount <i>Supports safer hands-free navigation.</i>
☐	LED flashlight or work light <i>Helpful for evening appointments and low-light locations.</i>
☐	Hand sanitizer and cleaning wipes <i>Simple tools that support a clean, professional setup.</i>
☐	Business cards <i>Make it easy for satisfied clients to remember and refer you.</i>
☐	Professional name badge <i>Useful when entering homes, offices, hospitals, or care facilities.</i>
☐	Appointment and scheduling system <i>Use a calendar, booking tool, or system you will maintain consistently.</i>
☐	Receipt and mileage tracking system <i>Create good records from your first paid appointment.</i>

3. MOBILE OFFICE TECHNOLOGY

Purchase these based on the services you plan to offer.

☐	Laptop or tablet <i>Useful for communication, scheduling, invoicing, and document access.</i>
☐	Dual-tray laser printer <i>Especially valuable for loan-signing work and mixed-size document packages.</i>
☐	Spare toner cartridge <i>Keep a backup before the current cartridge runs out.</i>
☐	High-speed document scanner <i>Supports scanbacks and secure digital delivery when required.</i>
☐	Portable Wi-Fi hotspot <i>Provides backup connectivity away from home or office.</i>
☐	Printer paper in required sizes <i>Stock only what fits the services you provide.</i>
☐	Surge protector or extension cord <i>Useful when working from a temporary or mobile setup.</i>

4. UPGRADE AS YOUR BUSINESS GROWS

Helpful additions - not a reason to delay earning your first dollar.

☐	Portable folding table <i>Helpful when a safe, clear signing surface is not available.</i>
☐	Portable chair <i>Useful for events or locations with limited seating.</i>
☐	Label maker <i>Keeps files, cases, chargers, and supply bins organized.</i>
☐	Vehicle signage or magnets <i>Use only when it fits your brand and personal safety preferences.</i>
☐	Dedicated business phone number <i>Separates client communication from personal calls.</i>
☐	Customer relationship management system <i>Helpful once follow-ups and repeat clients become harder to track manually.</i>
☐	Accounting software <i>Upgrade when a spreadsheet no longer meets your needs.</i>

☐	Backup printer or scanner plan <i>Know where you can print or scan if your equipment fails.</i>
☐	Weather protection kit <i>Umbrella, rain cover, document bag, or other supplies suited to your area.</i>
☐	Small first aid kit <i>A practical addition for anyone spending long days on the road.</i>

5. FINAL READINESS CHECK

Complete these steps before accepting your first appointment.

☐	I reviewed my state's current commissioning requirements.
☐	My commission has been issued and is active.
☐	My seal or stamp matches my commission exactly.
☐	I understand which journal, certificate, and identification rules apply in my state.
☐	My required supplies are organized and secure.
☐	I practiced completing a notarization before serving a paying client.
☐	I have a plan for scheduling, travel, payment, receipts, and record keeping.
☐	I know when to stop and verify the rules instead of guessing.

STEPHANIE'S PERSPECTIVE

You do not need every gadget on day one. Buy what your state requires, add the tools that help you serve clients well, and reinvest as your business earns. Preparation builds trust - overspending does not.

“Start prepared. Serve professionally. Grow intentionally.”