

## **Steps to Notarize a Document**

The following steps are ***defined by the State of California*** and not by People Centric, llc.

The Notary Public will:

- **Require all signer(s) and/or witness(es) to be present in person.**
- **Examine the document for completeness and verify all pages are included.**
- **Obtain proper identification from all the signer(s) and/or witness(es).**
- **Have the signer sign the document exactly as their name appears on the document.**
- **Perform the verbal confirmation.**
- **Complete the notarial certificate.**
- **Record the notarial act in the Notary Journal (as required by the State of California).**