



Sydney Notary

Checklist for saving time with a Notary

- 1. Bring an unsigned form. Notaries must witness the client signing the form. You can still complete the other details on the form but do not sign the document. If the document is signed before the Notary attendance you will need to produce a new unsigned document.
- 2. For certifying true copies of more than one original check with the recipient of the documents if you need to certify/notarise each document separately or whether they can be bound behind one Notarial Certificate. A Notarial Certificate is where the Notary lists all the documents and states that all the attached are true copies of originals. Treating multiple documents under one Notarial Certificate could save notary costs and also possibly further embassy charges.
- 3. When certifying a true copy of an original bring the original document as well as the copy. The notary must be able to witness the original document. If the original document has been issued electronically then the notary will need a way to confirm it is genuine by emailing or calling the issuer directly or logging into an online portal.
- 4. a) For certifying copies the person whom the documents are about does not need to be the person going to the notary attendance. E.g. certifying true copies of passport identification pages anyone can bring in the original passport.
b) For witnessing a signature the person whom the documents are about needs to be present to sign the documents.
- 5. Book a time to see a notary. If you walk into the notary's office they may be busy with another matter. Many notaries work as solicitors as well.

Bonus

- 6. Check if you need an apostille or authentication before seeing the notary. Ask the recipient of your documentation to find out if you need an apostille or authentication.