NOTARIAL SERVICES CHECKLIST

In order to receive notarial services from the Consular Section, you must satisfy the following requirements:

□ Bring a valid government-issued photo identification document with signature (such as a passport).

□ Verify that the name on your identification document matches the name on the document you need notarized.

□ Verify your document is complete and organized in sequential order (all document pages and exhibits are required)

□ Clearly label the pages where you need the notary signature and seal.

□ Completely fill in all blank spaces on the document.

□ Be prepared to demonstrate that you understand the document to be signed and are signing voluntarily.

□ If signing as a representative of a company, provide documentation (such as the articles of incorporation) to verify your legal or business identity.

□ Provide the full name, passport number and DOB of accompanying witnesses, if applicable, at acs_sofia@state.gov. Embassy staff is NOT allowed to act as witnesses for notarizations.

□ Do not sign your document until requested to do so by a Consular Officer.