

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.