

**CLIENT INTAKE FORM**

**Section: Client Information**

**Full Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Preferred Contact Method:**  Call  Text  Email

**Address (for mobile service):**

**Section: Service Requested**

**Please select the service you need:**

**Notary Services:**

- Acknowledgment
- Jurat / Oath
- Power of Attorney
- Affidavit
- Consent for Minor Travel
- Real Estate / Loan Signing
- Other: \_\_\_\_\_

**Additional Services:**

- Mobile Notary (travel required)
- Apostille Processing

**Section: Notary Details**

**Number of Documents:** \_\_\_\_\_

**Number of Signers:** \_\_\_\_\_

**Type of Identification Provided:**

- Driver's License
- Passport
- Other: \_\_\_\_\_

Will all signers be present?  Yes  No

**Section: Apostille Services (if applicable)**

**Type of Document(s):**

**Country where document will be used:**

Do you need shipping services?  Yes  No

**Section: Acknowledgment**

**I confirm that the information provided is accurate. I understand that valid identification is required for services and that fees will be discussed and agreed upon prior to service.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_