

# Notary Supply Checklist

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A working checklist of supplies for a Virginia notary public. Required items are mandated by commission; recommended items improve speed, accuracy, and professionalism.

## REQUIRED

- Virginia notary commission certificate (original, stored safely)
- Notary seal or stamp with name, "Notary Public", "Commonwealth of Virginia", commission number, and expiration
- Bound notary journal / record book
- Blue or black ink pens (no gel, no erasable)
- Government-issued photo ID for the notary

## RECOMMENDED

- Thumbprint pad (inkless preferred)
- Embosser (for added document security)
- Certificate pads — acknowledgment, jurat, copy certification
- Pre-printed address / contact stamp
- Errors & Omissions (E&O) insurance policy on file

## MOBILE KIT

- Portable case or briefcase
- Clipboard with smooth, flat surface
- ID verification reference (acceptable IDs, security features)
- Receipt book or mobile invoicing app
- Hand sanitizer, masks, disinfecting wipes
- Phone charger, backup battery, car charger
- Backup pens, sticky flags, paperclips
- Folder for completed paperwork

## OFFICE & ADMIN

- Locked storage for journal and certificates
- Scanner and printer (for loan signings and apostille prep)
- Business cards
- Calendar / scheduling app
- Secure file storage for client records

See "Recommended supplies" on [kimberlytmillionaire.com/resources](https://kimberlytmillionaire.com/resources) for Kimberly's current product picks.