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AND ASSOCIATES
MOBILE NOTARY SERVICES

WITNESS SERVICES

Reliable. Independent. Professional.

We provide qualified and dependable witnesses for your important documents throughout the Chicagoland area.



INDEPENDENT
& QUALIFIED



PROFESSIONAL
& RELIABLE



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& SURROUNDING
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**NEED WITNESSES?
WE CAN HELP.**

TRUSTED SERVICE. LOCAL FOCUS. PROFESSIONAL RESULTS.

Your Complete Guide to Mobile Notary Services

What to Expect, How to Prepare, and What Every Signer Should Know

SCNO and Associates · Chicago, IL 60646 · 312-428-0613

notary.scnoandassociates.com

About This Guide

SCNO and Associates is a mobile notary and document services company serving Cook, DuPage, Lake, Will, Kane, and Kendall Counties in Illinois. We come to you, whether that is your home, office, hospital, or any location that fits your situation.

A notary public is an official appointed by the State of Illinois to serve as an impartial witness when documents are signed. This guide explains what to expect at your appointment and how to prepare so your signing goes smoothly the first time.

SCNO and Associates is not a law firm and does not provide legal advice.

1. What a Notary Does

Think of a notary as a certified referee for document signings. The notary does not draft your documents or give legal advice. A notary's duties involve much more. Their responsibilities include performing notarial acts such as taking acknowledgments, witnessing or attesting signatures, and taking verifications upon oath or affirmation. That official seal protects your document from being challenged later.

Taking an Acknowledgment

You appear before the notary, confirm your identity, and acknowledge that you signed the document willingly. Common for deeds, powers of attorney (POA), and loan documents.

Witnessing or Attesting a Signature

A witness is not a signer. A witness observes the signer complete the signing, then adds their own signature to confirm they were present and saw it happen. The notary certifies this occurred voluntarily and in their presence.

Administering an Oath or Affirmation

The signer swears or affirms that a statement is true. Used for affidavits and jurats.

Copy Certification by Document Custodian

The person who holds an original document certifies that a copy is a true and accurate reproduction. The notary witnesses that certification.

2. What to Have Ready at Your Appointment

Preparing ahead of time prevents the most common reasons appointments get delayed or rescheduled.

A valid government-issued photo identification such as a driver's license, state ID, or passport

All pages of the document, completely filled in before the notary arrives

Do not sign the document in advance unless your attorney or title company instructs you to do so

Every person whose signature requires notarization must be present in person with valid photo ID

If your document requires witnesses, arrange for them to be present. Witnesses must also bring valid photo ID

Note on Witnesses

A witness is not a signer. Their role is to observe the signer complete the signing, then add their own signature to confirm they were present and saw it happen. Some documents require one witness; others require two. Check your document before your appointment.

3. Common Documents We Notarize

Real Estate	Loan signings, deeds, refinancing packages, title transfers
Estate Planning	Powers of attorney, healthcare directives, living wills, trusts
Legal Documents	Affidavits, sworn statements, settlement agreements
Personal Documents	Consent forms, authorization letters, copy certifications
Business Documents	Corporate resolutions, contracts, vendor agreements

4. Apostille and International Document Services

An apostille is a certification that makes a document recognized in countries that are members of the Hague Convention. If you need a document accepted abroad, an apostille is typically required in addition to standard notarization.

For countries not part of the Hague Convention, a separate authentication and embassy legalization process applies. We coordinate both through our verified partner network.

We also facilitate certified translation in more than 65 languages through American Translators Association (ATA) certified partner translators. Standard turnaround is 2 to 3 business days. Apostille on translations is available at bundle rates.

5. What a Notary Cannot Do

Tell you whether you should sign a document

Explain what the document means legally

Notarize a document that is incomplete or missing information

Notarize their own signature

Notarize when a signer is not physically present

Notarize when a signer appears unwilling, confused, or under duress

If you have legal questions about your document, please consult a licensed Illinois attorney before your appointment.

6. Three Reasons People Call a Mobile Notary

Convenience and Time Pressure

Busy professionals, seniors with mobility challenges, and anyone facing an urgent real estate closing, hospital admission, or legal deadline need a notary who meets them where they are. Call or text 312-428-0613 and we will find the earliest available appointment. WhatsApp is also available at that number.

Confusion About the Process

It is completely normal to be unsure which notarial act your document requires or who needs to be present. Bring your document and a valid ID. We confirm what is needed and walk through every step before we begin.

Sensitive and Emotional Situations

Powers of attorney, medical directives, and estate documents are among the most personal papers a person ever signs. We approach every appointment with patience and care. There is no rush.

Our Credentials

Illinois Notary Commission #1030093, expires April 20, 2030

National Notary Association (NNA) Certified Signing Agent

NNA Active Member through April 30, 2030

NNA Background Screened, May 4, 2026

Illinois Notary Public Training, April 11, 2026, score 94%, valid through April 11, 2028

Errors and Omissions (E&O;) coverage: \$100,000

Contact and Scheduling

Phone / Text / WhatsApp	312-428-0613
Toll-Free / Fax	888-303-0881
Email	info@scnoandassociates.com
Website	notary.scnoandassociates.com
Service Area	Cook, DuPage, Lake, Will, Kane, and Kendall Counties

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