



CHICAGO NOTARY SERVICES™

signup@chicagonotaryservices.com

Notary Signing Agent / Paralegal / Attorney Enrollment Form

Date: Firm or Business Name: (if applicable)

Legal Name: Title: (if applicable)
(or name on notary stamp)

Social Security No. EIN/FEIN:

Address: City: State:

Zip: Document Delivery Address the same as above, including Sat delivery?
Yes or No (circle one)

If not, please list below?

Address: City: State:

Zip:

Please Check Preferred Contact Number

Home Cell Work Other

COMMISSION / ATTORNEY INFO

Notary Commission No. State Attorney No.

Commission Expires: ___/___/___ Background Checked? Yes No
If yes, by who?

INSURANCE

Errors & Omissions Insurance Company Name:
Policy No. Effective Date: ___/___/___ Expiration Date: ___/___/___

DAY & TIME AVAILABLE

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Monday: _____ Tuesday: _____ Wednesday: _____ Thursday: _____ Friday: _____

Ex: 9am-5pm

Saturday: _____ Sunday: _____

NOTARY / ATTORNEY / PARALEGAL ASSOCIATION MEMBERSHIPS

Check all that apply:

National Notary Association American Society of Notaries Notary Rotary

123 Notary Notary Bay Notary Public.com

Other:

Certified NSA, please list certification No.

If yes, by who?

Paralegal?

Notary?

Attorney?

Other:

NOTARY COVERAGE

Counties you cover:
*(please do not list ALL
be specific)*

| | | | |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

How many miles are you willing to travel for an assignment?

NOTARY / PARALEGAL FEES

E-Doc Fees: \$100.00

Do you agree with this fee?

(Initial)

Overnight Docs: \$75.00

Do you agree with this fee?

(Initial)

No Show/Sign/Trip fee: \$45.00.

Do you agree with this fee?

(Initial)

ATTORNEY FEES

E-Doc Fees: \$300.00

Do you agree with this fee?

(Initial)

Overnight Docs: \$125.00

Do you agree with this fee?

(Initial)

No Show/Sign/Trip fee: \$100.00.

Do you agree with this fee?

(Initial)

ATTENTION: the above fees are always negotiable, depending on the signing assignment.

EXPERIENCE

How many years have you been a notary / paralegal / attorney?

How many closings have you performed to date?

Have you closed on: 1st/2nd's?

Refinance?

Reverse?

Commercial? Other?

Please complete & submit the above information, along with a completed & signed W-9, and CNS Independent Contractor Agreement, Copy of E&O Insurance Policy and Attorney Bar Card *(if applicable)* and email to:

signup@chicagonotaryservices.com

The above and attachments can also be faxed to: (773) 594-1273 Attn: Sign-up.