

JAIL/DETENTION CENTER NOTARY SERVICE REQUEST CUSTOMER AGREEMENT

Thank you for the opportunity to handle your document signing needs for an inmate at a jail/detention center. This letter contains important information and instructions to assist you in making this process as smooth as possible. Read it carefully - your initials and signature are required before travel to the facility will take place. Please provide the inmate's full name (first, middle, last), date of birth, booking number and the jail/detention center where they are incarcerated.

Fees:

The fee for a notary service request at a jail/detention center for an inmate is **\$125**, payable by cash, debit or credit card **only**. The fee is for one appointment that includes travel to the facility, two signatures notarized, if needed, and two hours of waiting time. The fee is all-inclusive, which means it covers travel, notarizations and waiting time, whether or not they are utilized. No portion of it will be refunded. Additional notarizations are \$10 for each document. The fee must be paid in advance and you will be given a receipt. Travel to the facility will not take place until the fee is paid in full AND this Customer Agreement is initialed, signed, dated and returned to me.

Initials: _____

After the documents are signed by the inmate, I will return them to you in person or by certified mail at no extra cost. For return by overnight mail (FedEx or UPS), an additional fee of **\$15** will be charged. Mailing weight must be under 16 ounces.

Documents:

The jail/detention center requires forms to be completely filled out and the security attendant on duty will review the documents. Blank or incomplete forms cannot be given to the inmate. **This is the facility's rule** and outside of my control. Please have forms completed before they are given to me. I cannot assist you in completing forms. If you need help, have a friend, neighbor, family member, attorney or other trusted person assist you in completing forms.

I am not an attorney and cannot give legal advice. Please contact an attorney or trusted advisor for questions you may have about any form, letter or other document. I do not provide forms or draft letters. Forms can be purchased at any office supply store or online. A friend, family member, or attorney can assist you in creating a letter.

Initials: _____

It is your responsibility to provide the correct documents for the inmate to sign. If the inmate refuses to sign the documents because he/she deems the paperwork to be incorrect, **it will be at my sole discretion** whether I will make a return trip to have other documents signed. This is particularly important with a Power of Attorney form - some have very broad powers, others have limited powers. **Be certain I have the correct forms reflecting the inmate's wishes.**

Initials: _____

Please be advised: My role is to present the documents to the inmate for his/her signature. It is ultimately the inmate's decision if he/she will sign the documents. It is possible that they may sign one, all or NONE of the documents. If he/she is unwilling to sign any document, I will exit the facility and return the paperwork to you.

I am willing to make a second visit to this inmate within 30 days of the first visit at no additional charge. You must call me within 30 days and make arrangements to get the paperwork to me. Upon the second visit, if this inmate still refuses to sign any documents **OR** 30 days have passed and you have not called me and provided the documents, **this service request is deemed complete.** An additional service request for this inmate will be considered a new appointment and the full fee of **\$125** is required.

Initials: _____

Unforeseen Events:

At times, the jail/detention center facility may be "locked down". This means visitors are not allowed on the premises during this locked down period. It could happen for a variety of reasons and the facility may or may not reveal the cause of such an event nor can a time be predicted for its ending. If this occurs, you will be notified by phone and the appointment will be rescheduled for the next available day at no additional charge.

This Customer Agreement must be initialed where indicated, signed and dated by the hiring party before travel to the facility will take place. Your signature and initials mean you have read, understand and agree to the information and instructions in this letter.

Please use blue or black ink only.

Signature: _____

Print name: _____

Date: _____

Phone w/Area Code: _____