

Sworn Statement Checklist

Legal & Professional Services Resource

This checklist is designed to help individuals prepare for sworn statement, affidavit, deposition, and legal notarization appointments. Use this guide to organize identification, legal documents, witness requirements, and signing preparation before the appointment.

Identification Preparation

- Bring valid government-issued photo identification
- Ensure the name on the ID matches the document
- Prepare identification for all required signers
- Keep identification available before the appointment begins

Document Preparation

- Review all sworn statements and affidavit pages beforehand
- Do not sign documents before meeting with the notary unless instructed
- Verify all pages are included and complete
- Separate unsigned and completed paperwork

Witness & Legal Preparation

- Confirm whether witnesses are required
- Prepare attorney or court instructions if applicable
- Have case-related contact information available
- Ensure all required parties are present

Appointment Readiness

- Confirm appointment date, time, and location
- Prepare a quiet signing environment
- Allow enough time to review documents carefully

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- Ensure signer willingness and awareness before signing
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Remote Online Notary (RON) Preparation

- Test internet connection before the session
 - Verify camera and microphone functionality
 - Upload documents if requested
 - Join the session from a secure and quiet location
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Security & Recordkeeping

- Keep legal documents organized and secure
 - Avoid sharing sensitive legal information publicly
 - Follow attorney or court document return instructions carefully
 - Store completed notarized documents safely
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Hancocksigning

Professional Mobile & Remote Notary Services

Houston, Harris County & Surrounding Texas Areas