



5 THINGS PROFESSIONAL NOTARIES DO EVERY TIME

SIMPLE HABITS THAT SEPARATE PROFESSIONALS FROM BEGINNERS

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Notary Buddies, use this as your quick reference guide to show up more confidently at every appointment. These are the habits that separate professionals from beginners and help you avoid common mistakes in the field.

My goal is to give you a simple system you can rely on so you're not guessing, you're operating with intention every single time.



Disclaimer:

None of the information provided here is a guarantee of any level of money, success, or lifestyle from the implementation of the information.

Your results will be different and will vary depending on several factors, including your starting point, effort taken, and resources. None of the information herein constitutes legal or financial advice, and you are encouraged to seek such advise from a licensed professional before making any business decisions.



1 Verify Everything First

ID

Names

Documents

WHY
this matters:

Prevents issues before you start and allows you to move through the appointment with confidence instead of stopping to fix avoidable mistakes.

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2 Control the Appointment

Set expectations

Lead the process

Guide the signer

WHY
this matters:

Helps you lead the appointment with confidence so the client feels guided and everything stays on track.

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3 Follow a Consistent Process

Same steps every time

No guessing

WHY
this matters:

Helps you stay consistent every time so you're not relying on memory or guessing your next step.

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4 Double-Check Before Leaving

Complete certificate

Clear seal

Nothing missed

WHY
this matters:

Helps you catch small mistakes before they turn into bigger problems after you've already left.

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5 Close the Appointment Properly

- Payment handled
- Documents handled
- Clear next steps

WHY **this matters:**

Helps you finish strong so the client knows exactly what's next and nothing gets overlooked.

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Want to Go Deeper?

If this checklist helped you, imagine having a full system behind every part of your notary business.

Inside Notary Academy, we focus on:

- Real-world scenarios
- Proven workflows
- Pricing, professionalism, and business growth

**Click the French Toast
to learn more:**

P.s. This is my absolute favorite
breakfast food...



THE NOTARY KNOW HOW GEORGIA

GET TO KNOW ME



LADARRELL WORF

Notary Public & Serial Entrepreneur

LaDarrell Worf began his entrepreneurial journey in 2013 and quickly developed a passion for building service-based businesses. Over the years, he has built and operated multiple ventures within the real estate space, including fix and flips, long- and short-term rentals, and property management.

Today, he is the founder of GiNN Mobile Notary & Apostille and serves as the Georgia Advisor and a National Advisor for Notary Academy. Through his work, LaDarrell has trained and guided notaries across the country, helping them build structured, professional, and profitable notary businesses.

He now focuses on sharing real-world systems, practical strategies, and business insight to help his “Notary Buddies” operate with confidence and grow with intention.

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