

JMT NOTARY SIGN UP SHEET / ANNUAL UPDATEFax back to: 855-322-2524 or Email back to: info@jmtdocs.comPh: 855-325-3565 Fax: 855-322-2524
www.documentsigners.com

Date: _____ Notary: _____

Commission state: _____ Commission Exp Date: _____

Type of seal used? Embosser Ink

Are you commissioned in another state? Yes No

If Yes... which state: _____ Comm. Exp Date: _____

Do you have a current background check? Yes No If No... Are you willing to get one? Yes No

If Yes... issued by who _____ Expiration Date _____

● **Please note: Our Lenders require that all notaries we use have a BACKGROUND CHECK. That means we will not be able to work with you until you have one (it must be no more than 12 months old). If you don't have one please use the following link to obtain one:**

<http://jmtdocsbackgroundchecks.com> **Backgrounds Online** (JMT has partnered with this company), a third party agency, to conduct the required background check. The cost is \$37 and will be valid for 1 year from the date issued. To complete simply go to the link above and 1) Enter security code: [JMTBGO14](#) and then follow the prompts.

Please answer the following questions...

1) Are you still available to do loan signings? Yes No Your Time Zone _____

2) Availability - days/hours? (ie: 24/7, after 5pm, only weekends, etc...) _____

3) Do you have a smart phone or a phone with internet capability? Yes No

*If Yes... who is your carrier _____ Type of phone _____

4) Are you able to receive documents by email? Yes No

*If Yes... can you print on legal size paper? Yes No

5) Do you have faxing or scanning capability? Yes No

6) Please list any other languages you speak besides English (if any) _____

Contact information:

Physical Add Street _____ City _____ State _____ Zip _____

Check Add Street _____ City _____ State _____ Zip _____

Workphone _____ Ext _____ Cellphone _____ Homephone _____

Fax Num _____ Email Add _____

Last 4 digits of your ssn/ein _____

*****ONCE YOUR SIGN UP SHEET HAS BEEN PROCESSED YOU WILL RECEIVE AN EMAIL WITH ADDITIONAL INSTRUCTIONS*****