

Notary Appointment Checklist

Before Your Appointment

Confirm your appointment (Sandton by appointment only / Pretoria Tuesdays & Thursdays 10:00–14:00)

Ensure payment is ready (EFT or cash – no card facilities)

Documents to Bring

Original document(s) requiring notarisation

Printed copies of all documents (printing available at R5 per page if requested 30 minutes before)

Final version of the document – no changes after signing

Identification Requirements

Original South African ID, passport or driver's licence

Photocopies or digital IDs are not accepted

For Notarial Attestation

The deponent must attend in person

Do not sign the document before your appointment

Special Appointment Options

After-hours or weekend appointments (R500)

Call-out / mobile notary services (travel fee applies)

Online assistance available in limited cases

Arrival & Collection

Arrive on time – notify us if you will be more than 15 minutes late

Documents are released only once payment is received

Collection in Midrand or courier (local courier R250)

Important Notes

- Laminated documents cannot be accepted
- Confirm destination country requirements in advance
- Always work with an admitted Attorney & Notary