

16 WHAT THE NOTARY DOES

The Notary:

1. **Receives your Affidavit requesting the Notarial Protest.**
2. **Signs** each Notice and places their Notary **stamp and seal**¹ upon each.
3. Completes a Proof of Service for each Notice, which will later be sent to you.
4. Makes a duplicate original of each Notice to send to you later.
5. Takes the postage pre-paid envelopes to the USPS.
6. Has the USPS stamp the Certificates of Mailing and utilizes a separate Form 3877 for multiple mailings to the same Company.
7. Mail the duplicate notarized Notices, Proofs of Service, USPS 3817 and 3877, Certificates of Dishonor and green postcard originals to you in your SASE

Be sure to inform the Notary that, if any response is received by the Notary during the process, the Notary is to immediately fax it to you so that you may amend or correct the next Notice the Notary will send on your behalf. Be sure to recalculate the new mailing date for the Notary. The Notary is NOT to send the next Notice until you have reviewed the response and determined if there are issues to be addressed and subsequent documents to be amended or changed.

¹ If the Notary does not have an embossing tool (seal), the Notary, in blue ink, is to write their initials and then place their inked thumbprint half-way over the initials.