

17 PREPARE THE DOCS FOR THE NOTARY

You are to:

1. Prepare everything ahead of time:
 - a. Fill in all the Notary information, including first name, middle initial, last name, mailing address, city and state (and county where appropriate).
 - b. Fill in the month and year of all the Notices and Certificates, leaving the calendar day for the Notary to fill in.
 - c. Pre-address the envelopes to the “respondent”.
 - d. Ensure each envelope has the Notary’s return address.
 - e. Complete the **green** postcards (PS form 3811) and receipts (PS 3800)
 - f. Ensure each envelope has the proper amount of postage stamps affixed.
 - g. Ensure each envelope has a completed PS Form 3817 Certificate of Mailing for the USPS to endorse. (Some USPS will not accept these if you are using Return Receipt Postcards.)
 - h. Ensure each envelope contains a complete copy of the CA, attachments, and “A”.
 - i. Ensure each envelope has paper clipped under the flap: the Proof of Service and the three copies of appropriate Notice for the Notary to sign, stamp and seal (one for respondent, one for you and one for the notary)
 - j. Ensure each envelope flap has a sticky-note indicating the date you anticipate the Notary will sign and mail the documents.
 - k. Prepare the **two original Notary Notes documents** (one for you and one for the Notary) which recaps the Notary’s findings.
2. Create a “Mailing Date List” showing each mailing date with the name of each Notice and each recipient for the Notary. Keep a copy for your records.
3. Include a 9”x12” Self-Addressed Stamped Envelope (SASE) for the Notary to return to you all of your documents the Notary signed, sealed and stamped and the correlating Certificates of Mailing, green postcards, and receipts, with the notary’s notes.

If you are mailing to more than one person of the same creditor, complete a PS Form 3877. You may list multiple recipients at the same creditor company, but do not mix creditor companies on the same Form 3877. Be sure to include completed Forms 3877 for the Notary.