

DIVERSIFY YOUR BUSINESS FOR ADDITIONAL STREAMS OF INCOME

JAMIE LIGGINS, Notary Access & Business Services

JUDI LAWRENCE, Lawrence Institute for Notaries



PRESENTERS

- Jamie Liggins, Owner & Founder of Notary Access & Business Services (NABS)
- Louisiana NNA Ambassador, 2004 NNA National Notary of the Year & 2008 NNA Keynote Speaker, NNA Workshop Presenter 18+yrs
- Author /Speaker
- Instructor & Mentor, Diversification Coach
- Notary & NSA over 29+ years
- Judi Lawrence, Owner & Founder of Center City Notary, LLC. and its subsidiaries including Lawrence Institute for Notaries(LIN)
- Notary, NSA
- Pennsylvania NNA Ambassador
- Author
- Instructor
- Mentor
- Apostille Agent & Instructor

GOALS OF THIS WORKSHOP

- We are here to show you how you can diversify and increase revenue by adding additional services to your businesses such as Apostilles, Field Inspection, Remote Online Notarization(RON), Immigration & I-9 Forms, Fingerprinting, and more.
- This presentation will help you see how the successful commission of a Notary Public can meet diversification. Why do we say that? A Notary Public is needed to complete transactions in almost every aspect of business. In fact, a Notary Public is constituted by law to serve the public in non-contentious matters including general financial transactions, estates, deeds, powers-of-attorney, and foreign international and immigration business.

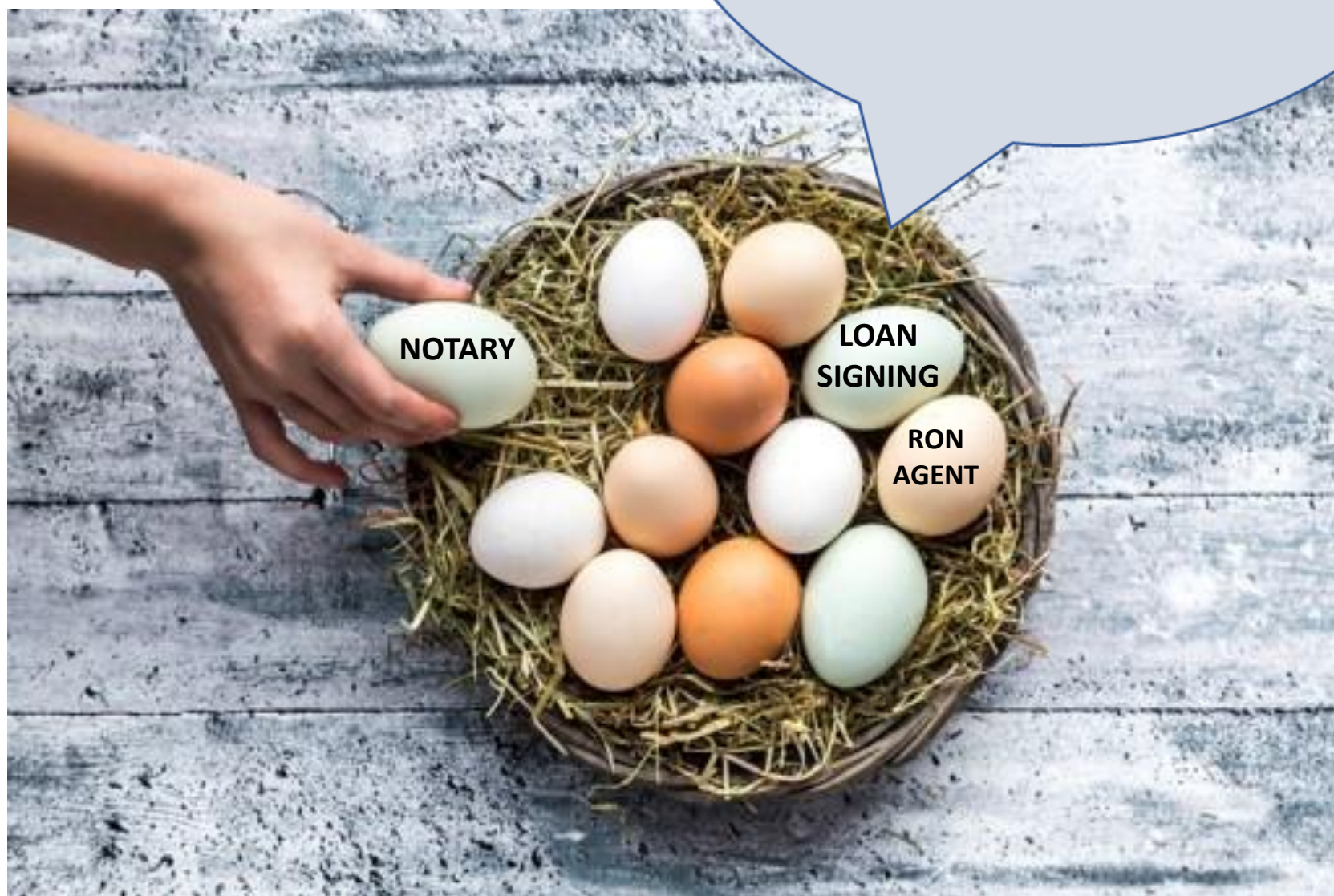
NOTE: Throughout the course of this presentation, reference will be made to acronym “NABS” which means Notary Access & Business Services AND LIN which is Lawrence Institute for Notaries. NABS will be used to explain my approach taken with regards to business diversification. LIN will discuss their business diversification approach as well.





- **DIVERSIFICATION
CALLS FOR YOU TO
RESPECT THIS IDIOM!**

**DON'T PUT ALL
YOUR EGGS IN
ONE BASKET!**



HOWEVER....

I am GOING TO ADD TO
THIS *IDIOM*...

THIS IS THE NABS' APPROACH TO DIVERSIFICATION

*“Crack One
Egg” at a
time*





BUT....BEFORE WE
START CRACKING
EGGS....

YOU NEED TO KNOW YOUR SWOT!

- SWOT analysis is a strategic planning and management technique used to help a person or organization identify the following:

Let's fill this in.....

• S _____

• W _____

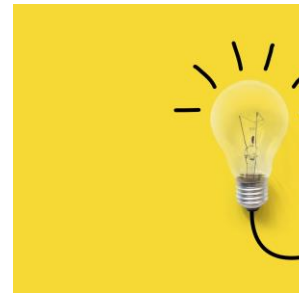
• O _____

• T _____

WHAT MENTAL ATTITUDE DO YOU NEED FOR DIVERSIFICATION?



Is it your vision to
expand your business?



Are you willing to put in
the time to learn new
skills and add a new
trade?

WRITE DOWN
YOUR NABS
VISIONARY
"EGG PLAN!"

QUESTIONS THAT
NABS & LIN WANT
YOU TO ASK
YOURSELF

- How do I get started?
- Am I able to expend the time to learn a new business?
- What tools do I need?
- Are there Vendor & Mentor resources that I can take advantage of?

Now Let's Cracks Some Eggs!!!!!!!!!!!!!!!!!!!!!!





GNW- GENERAL NOTARY WORK

- GNW encompasses numerous types of notarizations including business documents, estate planning documents, hospitals, hospices, tattoo shops, adoptions, foster parent facilities and assisting the general public.
- In order to do GNW, a Notary must know the laws of their commissioned state. It is also important that Notaries have their required basic notary tools.
- To begin, there are numerous trainings available. You need to do your research and select a training which you feel will best suit you.
- Advertising your notary services will help get business for GNW. You want people to know who you are, where you are, what you do and how to contact you.
- Social media is also a good way to let people know you are available.

GNW means you must be equipped!

Because your main “egg” is being a NOTARY, you need to not only be knowledgeable of your State’s Notary Law but have all your tools for basic and advanced situations.

Remember to:

1. Be connected with an excellent Notary Association; and
2. Have a respectable and trusted Mentor.





IMMIGRATION & I-9 FORMS

- I-9 Verification forms are frequently used by large companies before someone can begin their employment. These forms are generated by the **Department of Homeland Security**;
- Although you are signing this document as a Notary, because it is a federal document, you must not affix your notary seal or stamp to the document;
- You don't need a business entity to perform such. You are required to be a Notary to complete these forms;
- These forms take approximately 10-15 minutes to complete;
- Tools needed are: education of the document itself and a Pen; and
- Training resources are available via the Department of Homeland Security. Personal training is also available.
- California Notaries are prohibited to complete I-9 forms.

RON – REMOTE ONLINE NOTARIZATION a/k/a VIRTUAL NOTARIZATION



- RON allows a client to have his/her document(s) notarized from their own home or location. Certain states require that a platform be approved so you need to check with your SOS State if there is a list of approved platforms.
- To begin, Notaries need to be approved by the Secretary of State in which he or she is commissioned.
- Notaries will need to learn and understand the platform which they choose to utilize. Each platform will provide their own custom trainings.
- Costs and fees vary from platform to platform and it is recommended that you do your due diligence before selecting a platform to make sure you choose the platform that best suits you.



FINGERPRINT TECHNICIAN

- Standard Fingerprint- method require ink to record fingerprint images on the cards FD-249 or FD-258.
- Live Scan—Fingerprint images can be submitted electronically using a live scan device.
- You do not need to be certified or hold any credentials to be hired as a fingerprint technician. However, education is vital!
- Online or Live Webinar training can be done within a day or two.
- Training of how to use a live scan device is generally offered by the company you buy the equipment from.
- Some industries are regulated & required by state/federal governments to fingerprint job candidates before hiring such as: Banking, Healthcare, Childcare agencies, Homeless & Violence Shelter Centers & schools.

FINGERPRINTING SUPPLIES AND RESOURCES

- Card supplies are free and equipment items cost;
- Having a mentor is recommended in this field;
- Knowing what “tools” are needed in your “fingerprinting toolbox” is important;
- To complete a fingerprint job is less than 30 minutes; and
- Resource Agencies: FBI and Criminal Justice Information Services Division.



APOSTILLES AGENT

- An Apostille is the cover attached to a document(s) which allows the document(s) to be used in a foreign country. In certain instances, a document needs a second legalization from the Department of State before it can be used abroad.
- It is important that you learn the processes and procedures for obtaining types of documents.
- This business can be a full-time or a part-time job. This is a non-fee restricted business and will immediately increase your revenue.
- If you have questions, pick up your copy of The Apostille Agents' Survival Guide at the NNA Bookstore.



FIELD INSPECTION AGENT

- A Field inspector is a service representative that acts as the “direct eyes and ears” in the field directly for Banks, Finance and Insurance companies to contact consumers or collect information on properties or collateral.

Why Should You Start this “Field Inspection” Business?

- No special education nor experience is required;
- Be Your Own Boss with flexible hours;
- It has been reported that there are no federal, state or local licensing requirements for at least 80% of the inspections;
- Fast Start and low start-up costs. Low cost for mentoring and supplemental training;
- There is no business insurance required for a large percentage of field service inspections;
- You don't have to quit your current job;
- You can subcontract work out with some companies. This works well if you are married or have children;
- Inspections always in demand;
- Fees are negotiable with the contracted company in relationship to distance/travel, quantity and inspection type;
- It can act as a springboard to other jobs.

ALTHOUGH, IT IS
RECOMMENDED THAT
YOU CRACK ONE EGG
AT A TIME...



NABS SAYS, “GETTING HELP IS ALSO RECOMMENDED WHEN CRACKING EGGS” ...



VENDOR AND MENTOR RESOURCES



**FIELD OF
DIVERSIFICATION**

RESOURCES

**Notary – GNW
Notary Loan Signing
Agent**

National Notary Association
AND
Mentor of your choice

Apostille Agent

Secretary of State, AND Mentor
of your choice ALONG with LIN
National Database

Field Inspector

Training course module and
Mentor of your choice

Immigration / I-9

Department of Homeland
Security

RON Agent

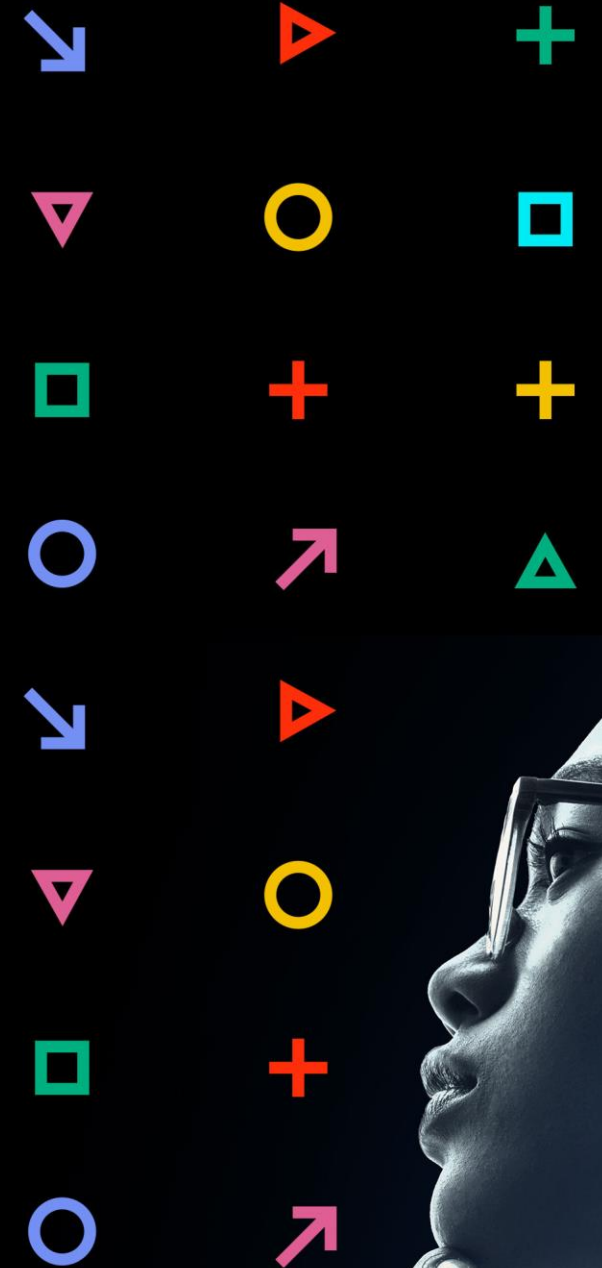
Commissioning Secretary of
State, Mentoring/Training AND
Platform of your choice

Fingerprint Technician

Website of the FBI AND Criminal
Justice Information Services
Division AND Mentor of your
choice

Maintain your NNA membership

Questions?

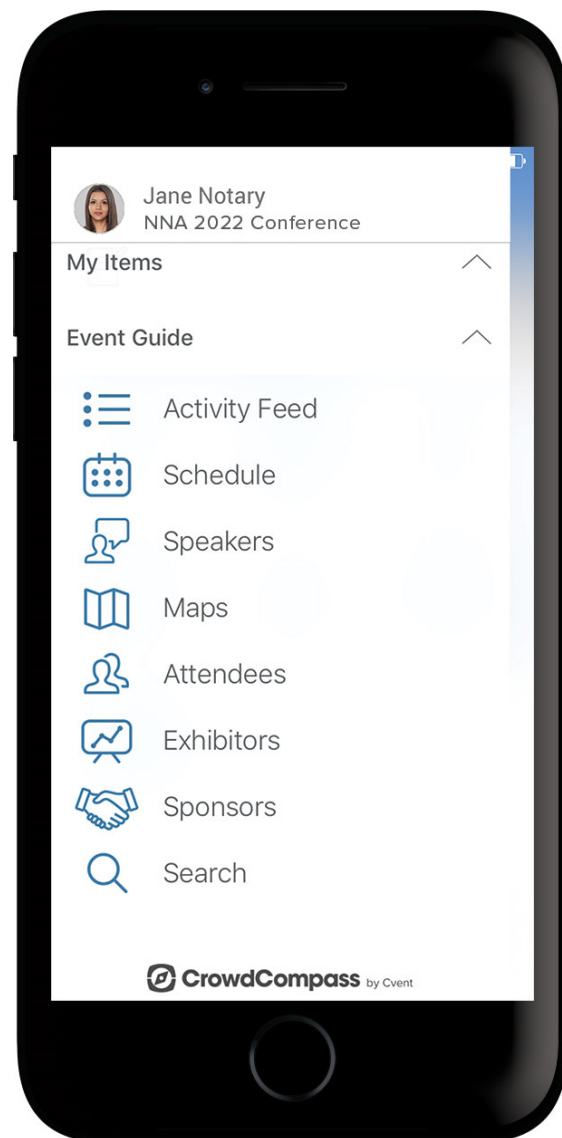


PRESENTER CONTACT INFORMATION

- Jamie Liggins, Moderator & Presenter
Notary Access & Business Services
- Ph# 562-290-7978
- Email: notaryaccess@yahoo.com
- Website: <https://www.notaryaccess.org>
- Clubhouse: @WideWorldofaNotary
- Facebook: Notary Access & Jamie Liggins
- <https://www.facebook.com/profile.php?id=100000041995247>
- LinkedIn: www.linkedin.com/jamieliggins

- Judi Lawrence, Presenter
Lawrence Institute for Notaries
Ph# 215-870-3103
- Email: judi@lawrenceinstitutefornotaries.com
- Facebook: Friends of Apostille Academy
<https://www.facebook.com/groups/263723091807152>
- Facebook: LIN <https://www.facebook.com/LIN317>
- Instagram:
https://www.instagram.com/queen_apostilles
- Twitter: @Queen_Apostille
- LinkedIn: <https://www.linkedin.com/feed/>
- Clubhouse: EverythingNotary.Club





Rate this workshop

Please tap the NNA 2022 App to rate this presentation. If you have questions about the app, visit us at the NNA Hub.

Thank you for attending!