

Accommodations Checklist for Notary Appointments

Supporting Neurodivergent Signers

Every signer has unique needs. Thoughtful accommodations can help reduce stress, improve communication, and create a more comfortable signing experience for neurodivergent individuals and others who may benefit from additional support.

This checklist is not exhaustive, and accommodations should always be tailored to the individual whenever possible. Keep in mind that a person's communication style, sensory needs, or physical movements do not, by themselves, indicate a lack of awareness or willingness to sign.

Communication

- ☐ Use clear, direct, and literal language.
- ☐ Break instructions into simple, manageable steps.
- ☐ Allow extra time for processing information and responding.
- ☐ Offer documents in large print when available or requested.
- ☐ Avoid assuming that limited eye contact indicates inattention or discomfort.
- ☐ Minimize sudden noises or abrupt movements whenever possible.

Emotional Comfort

- ☐ Encourage questions and reassure the signer that asking for clarification is welcome.
- ☐ Offer breaks during longer appointments without requiring an explanation.
- ☐ Remain calm, patient, and flexible throughout the appointment.
- ☐ Allow additional time without rushing the signer.

Physical & Sensory Considerations

- ☐ Offer adjustable signing surfaces, such as a clipboard or lap desk.
- ☐ Provide adaptive signing tools, such as a signature guide or pen grip, if available.
- ☐ Allow space for self-regulating movements or sensory supports.
- ☐ Avoid wearing strong fragrances whenever possible.



Appointment Environment

- ☐ If meeting in a public location, choose a space with accessible parking, step-free entry, and accessible seating whenever possible.
- ☐ Reduce distractions by lowering noise, adjusting lighting, or choosing a quieter location.
- ☐ Provide a clean, uncluttered surface for signing.
- ☐ Ensure there is adequate space for a support person, if present.
- ☐ Ensure there is adequate space for a service animal, if present.

Before the Appointment

Ask the signer if any accommodations would help make the appointment more comfortable. Examples include:

- ☐ Preferred communication method (phone, text, email, or printed materials)
- ☐ Large-print documents
- ☐ Low-stimulation environment
- ☐ Support person attending
- ☐ Service animal accompanying the signer
- ☐ Wheelchair or other mobility device
- ☐ Sensory support items (noise-canceling headphones, sunglasses, fidget tools, etc.)
- ☐ Explain what to expect during the appointment.
- ☐ Send a list of documents or identification that the signer should bring.

After the Appointment

- ☐ Ask whether any accommodations would be helpful for future appointments.
- ☐ Invite feedback about the signing experience.

