



SD Translation Center
440 E. Huntington Dr. #300, Arcadia, CA 91006
Monday to Friday 9-5, Sat & Sun closed
(858) 633-8509, info@SDTranslationCenter.com
WeChat ID: roseZ4268



常用公证服务收费标准指南

No.	项目	服务详细	单价	单位
1	公证 Notary	每一个公证签名 Notary per signature	\$15.00	每个公证签名 Per Signature
2	上门公证 Mobile Notary	根据上门地址而计算, 如果在我们公司的范围10英里内。Travel Fee (depends on the location) Less than 10 miles	\$35.00	每个地址 Per Address
3	黑白打印 B&W copy	黑白打印 B&W copy	\$0.15	每页 Per Page
4	彩色打印 Color copy	彩色打印 Color copy	\$0.99	每页 Per Page
5	Title recording 圣地亚哥 - 记录登记	Title recording (NOT including recording fees) at San Diego County 记录登记服务(不包括政府登记费) 圣地亚哥	\$100.00	每个文件 Per Document
6	Title recording 洛杉矶- 记录登记	Title recording (NOT including recording fees) at Los Angeles County 记录登记服务(不包括政府登记费) 洛杉矶	\$150.00	每个文件 Per Document
7	扫描 Scanning	文件需要带回去办公室扫描 Scanning at our office	\$0.15	每页 Per Page
8	邮递 US Postal	普通美国本地邮递服务, 带跟踪号(或者客人自己提供邮递标签) US postal regular services, with tracking (Client can also provide their own shipping label with supplies)	\$30	每个文件 Per Document
9	邮递 UPS	UPS 美国本地邮递服务, 带跟踪号(或者客人自己提供邮递标签) UPS regular services, with tracking (Client can also provide their own shipping label with supplies)	\$55	每个文件 Per Document
10	邮递 FedEx	FedEx 美国本地邮递服务, 带跟踪号(或者客人自己提供邮递标签) FedEx regular services, with tracking (Client can also provide their own shipping label with supplies)	\$55	每个文件 Per Document



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套餐服务:

No.	项目	服务详细	单价	单位
A	上门公证签名服务 《生前信托与遗嘱》 Mobile Notary Living Trust & Will	根据上门地址而计算, 如果在我们公司的范围10英里内。包括: 黑白一式两份的打印, 公证签名, 上门燃油费。(不包含政府登记服务) Travel Fee (depends on the location) Less than 10 miles, including black & white copies x 2, notary signatures, and mobile travel fee. (Not including Title Recording or related services)	\$150.00	每个地址 一份文件 One Set Per Address
B	上门公证签名服务 《贷款证明》 Mobile Notary Loan Document	根据上门地址而计算, 如果在我们公司的范围10英里内。包括: 黑白一式两份的打印, 公证签名, 上门燃油费。(不包含政府登记服务) Travel Fee (depends on the location) Less than 10 miles, including black & white copies x 2, notary signatures, and mobile travel fee. (Not including Title Recording or related services)	\$150.00	每个地址 一份文件 One Set Per Address

备注:

文件一旦签名或者记录后, 无法修改。如若更改, 必须重新办理。

这个做好需要多久呢?

- 请先跟我们预约
- 通常公证签名会在会议当天完成
- 如果需要扫描, 工作人员会另外在我们的办公室扫描

正常营业时间:

周一至周五, 9-5 (美国洛杉矶地区)

周六日休息, 如果实在需要在周末内预约, 必须另外加收费用

完成之后:

1. 完成之后, 纸质完全属于你本人, 我们将不会保存(无论是电子版或者纸质版)
2. 如果需要邮递纸质版到指定地址, 请提供:
 - a. 收件人姓名
 - b. 地址, 邮编
 - c. 手机号码
 - d. 电子邮箱
3. 如果需要在指定办公室取件, 请提前了解每个办公室的正常营业时间和通知我们的服务部门。



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收费方式:(先付费, 后服务)

- A. Zelle: 760-960-4268 Bao Zhao
- B. Venmo: roseZhao4268
- C. 微信支付人民币(当天利率)
- D. 信用卡 + 3.9%
- E. PayPal+ 3.9%

预约前, 如何递交文件:

1. 拍照, 但是不能反光, 必须包含4个角落
2. **最好扫描**, 因为最终还是要打印出来的
3. 我们建议客人先用电子邮件, 发送他们需要处理的文件, 我们好作适当的预约时间和空间。谢谢理解和合作。

联系方式:

网址: sdTranslationcenter.com
手机: (858) 633-8509 最好先发短信, 约个时间谈话
电子邮箱: info@sdtranslationcenter.com
微信号: roseZ4268

办公室地址:

总部洛杉矶

440 E Huntington Drive, Suite # 300, Arcadia, CA 91006

圣地亚哥分行:

9636 Tierra Grande St. #202, San Diego, CA 92126 (Ask for Peggy)周一至周五, 要先预约。

7373 Convoy Court, San Diego, CA 92111 (Inside XinHua Bookstore) 周三至周日, 10-5。

如果以上没有提及的, 欢迎咨询!



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常见问题：

我们提供公证服务，让你的生活更轻松。一旦您的文件经过公证，本中心还能帮助您制作必要的副本并将其运送到指定的地方。

为什么文件需要公证？

某些文件必须经过公证才能具有法律效力。鉴于必须经过公证的法律文件这一主题固有的正式和相应的意义，州政府认为有必要聘请经过培训的人员协助执行。“公证人”在正式任命后，公证人以准公职人员的身份证明这些重要文件的正确执行。

I-9 表格注意事项

1. SDTC 不对 “I-9 就业资格验证表”进行公证。如果您需要经过公证的“I-9 就业资格表”，请先联系我们的办公室，然后再前往办公室进行公证服务。
2. 加利福尼亚州对于 I-9 有独特的规定。美国移民局签发的 I-9 表格是一份移民文件，在加州，只有移民律师或保税移民顾问才能执行 I-9 验证。由公证人来完成它是非法的，并且加州没有 I-9 公证这样的文件。

为您的公证会议做好准备

当您前往我们的公证服务中心时，请携带政府签发的带照片的有效身份证件。

在加利福尼亚州，法律规定签名者必须出现在公证人面前。不允许远程签名。

法律因州而异，有些文件除了公证外可能还需要证人。在某些情况下，法律上可能不允许公证人同时充当签名证人。因此，并非所有地点都配备人员提供额外的签名见证服务。如果您想询问是否有签名证人（您所在州的法律有此要求），请咨询您当地的办事处。

准备好您的文件以使其变得容易。时刻做好准备。将它们打印成硬拷贝，并在预约时随身携带。

公证的五个基本步骤

1. 要求个人到签名现场
2. 检阅文档以确保完整性
 - a. 公证人必须目视扫描文件，寻找两件事：
 - i. 完整的文档
 - ii. 签名人的完整签名
3. 识别并签名者
4. 记录日记的条目
5. 填写《公证证明书》



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美国国家批准的身份证件

加州允许的身份证件: 第 1 组

- 加州机动车辆管理局签发的身份证或驾驶执照
- 美国护照
- 由加州惩教和改造部门签发的囚犯身份证 (仅限监狱中在押的囚犯)
- 由治安部门签发的任何形式的囚犯身份证 (仅限当地拘留所中在押的囚犯)

加州允许的身份证件: 第 2 组

- 外国政府签发的护照
- 美国其他州颁发的身份证或驾驶执照
- 由加拿大或墨西哥授权公共机构颁发的驾驶执照 美国军人身份证 (注意: 某些军人身份证可能缺少所有四个必需要素)
- 由加利福尼亚州机构或办公室, 或加利福尼亚州市、县或市和县的机构或办公室签发的员工身份证
- 领事身份证明文件
- 由联邦认可的部落政府颁发的身份证

公证人预约前的清单

- 日期
- 时间
- 地点
- 您正在寻找哪种类型的公证人?
 - **Jurat** (宣誓书)
 - 确认书 (仅验证签名人身份)
- 你的文件是否完整的?
- 您应该在我们预约之前填写所有空白, 我们不是律师, 不能给你提供意见或者帮你填写。
- 你打印了所有的纸质版文件里吗? 全部页数?
- 黑色墨水笔还是 **蓝色墨水笔**? (真的, 不是开玩笑, 请问清楚你的机关需要什么颜色的笔呢?)
- 您的身份证/护照目前有效吗?
- 您必须出现在公证人面前才能签名, 因此**在公证人告诉您签名之前请勿签名**。
- 如果您需要重新安排或取消, 请尽快通知我们。



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FAQ

We offer notary services to help make life easier. Once your documents are notarized, the center will help you make any necessary copies and ship them where they need to go.

Why do documents need to be notarized?

Certain documents must be notarized in order to have legal effect. Given the inherent formal and corresponding significance of this subject of legal documents that must be notarized, state governments have deemed it necessary to enlist a trained individual to assist with their execution. A "notary public," following his or her official appointment, a notary public performs as a quasi-public officer to attest to the proper execution of these important documents.

Note about I-9 form

* SDTC **does not** notarize I-9 Employment Eligibility Verification forms. If you need an I-9 Employment Eligibility form notarized, please contact our office first before visiting the office for notary service.

** **California** has unique rules regarding the I-9. The Form I-9 issued by the USCIS is an immigration document and in CA only an immigration attorney or a bonded immigration consultant can perform a I-9 verification. It is illegal for a notary to complete it and there's no such thing as an I-9 notary in CA.

Be Prepared for Your Notary Visit

- Bring a valid, government issued photo ID with you when you visit our center for notary services.
- In California, it is the law that the signer must be presented in front of a notary. NO remote signature is allowed.
- Laws vary by state and some documents may require witnesses in addition to the notarization. In some cases, a notary public might not be legally allowed to also, simultaneously, act as a signature witness. Accordingly, not all locations are staffed to provide additional signature witnessing services. Check with your local office if you wish to inquire as to the availability of signature witnesses, if such a requirement is mandated by the laws of your state.
- Prepare your documents to make it easy. Always be prepared. Print them in hard copies, bring them with you to the appointment.

The Five Steps of Notarization

1. Require personal appearance
2. Scan the document for completeness
 - a. The notary must visually scan the document, looking for two things:



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- i. A complete document
 - ii. An original signature(s)
3. Identify and screen the signer
4. Record the journal entry
5. Complete the notarial certificate

State-Approved ID Documents

California-Approved ID Documents: Group 1

- ID card or driver's license issued by the CA Dept. of Motor Vehicles
- U.S. Passport
- Inmate ID Card issued by the CA Dept. of corrections and Rehabilitation (inmates in custody in prison only)
- Any form of inmate ID issued by a sheriff's department (inmates in custody in a local detention facility only)

California-Approved ID Documents: Group 2

- Passport issued by a foreign government
- ID card or driver's license issued by another U.S. state
- Driver's license issued by an authorized Canadian or Mexican public agency U.S. Military ID card (caution: some military IDs may lack all four required elements)
- Employee ID card issued by an agency or office of the state of CA, or by an agency or office of a CA city, county, or city and county
- Consular identification document
- ID card issued by a federally recognized tribal government

Checklist before your notary appointment

- **Date**
- **Time**
- **Location**
- Which type of notary are you looking for?
 - **Jurat (Sworn)**
 - **Acknowledgement (just verified ID)**
- Is your document completed?
 - You should have all the blanks filled out before our appointment
- Have you **printed the hard copies**? All pages?
- **Black Ink Pen** or **Blue Ink Pen**? (Seriously)
- Is your ID/Passport currently valid?
- You have to appear before the notary to sign, so **DO NOT sign until the Notary Public tell you to sign.**
- Please notify us asap if you need to reschedule or cancel.

— End — - 文件终 -