



# Notary and Foreign Pension Acknowledgement Services

Notary and foreign pension acknowledgement services are provided by appointment at City Hall. ***Please schedule appointments as early as possible, as notary services are extremely popular!***

## APPOINTMENTS ARE REQUIRED!

To schedule an appointment, please visit [www.cityoflagunawoods.org](http://www.cityoflagunawoods.org) (click on the blue "Schedule Notary Appointments" button) or call City Hall at **(949) 639-0500**.

Appointments may generally be scheduled up to eight calendar days in advance.

- While most notary and all foreign pension acknowledgement services are offered free of charge to Laguna Woods residents, fees are charged for certain services and for all non-resident services, except as provided by law. If fees are charged, payment is required at the time of the appointment. The fee schedule is available at [www.cityoflagunawoods.org/notary](http://www.cityoflagunawoods.org/notary) or City Hall.
- Each signer of a document requiring notarization is required to provide a valid state-issued driver's license, state-issued identification card, passport issued by the United States Department of State, or other form of acceptable identification at the time of signing. State law does not allow the City to accept Laguna Woods Village identification cards. Questions regarding the acceptability of identification can be directed to City Hall at **(949) 639-0500** or [cityhall@cityoflagunawoods.org](mailto:cityhall@cityoflagunawoods.org).



For more information, please call City Hall at (949) 639-0500.