

Hawaii Notary Process and Requirements

Notary Services from Bank of Hawaii are available by appointment only. To prepare for your appointment with the notary public, please bring:



1. Documents

- Complete, unsigned document (not just the signature page)
 - If multiple copies of the same document are needed for notarization, the complete sets are required
- Unsigned document must be written in English
 - Documents written in a foreign language are not acceptable



2. Identification

- Valid, unexpired government-issued identification (ID) that matches the name on the document and contain bearer's photograph and signature
 - Examples of Acceptable ID: state driver's license, state ID, U.S. and foreign passport
 - Note: Temporary State of Hawaii Driver's Licenses and temporary Hawaii State Identification Cards are acceptable for notary purposes only
- Examples of Un-acceptable ID: expired state driver's license, ID not containing bearer's photograph, ID not matching the name as it appears on the document, ID from an organization that is not recognized as a government entity



3. Witness(es)

- Signer must bring their own witness(es) if the document indicates one is needed

Please allow for ample time for your appointment if you will be signing multiple documents. Please note that the notary public will not be able to complete the notary process if you do not bring the items listed above.