



## LEGAL DOCUMENT PREPARATION

# Power of Attorney Preparation Guide

How to prepare, review, and execute a Power of Attorney (POA) with a Nevada notary.

## Before the Appointment

- Obtain your POA form from an attorney, form service, or receiving institution.
- Complete **all blanks** in the document (except signatures) — the notary cannot advise on content.
- Confirm the **principal's** (grantor's) full legal name matches their government-issued ID.
- Confirm the **agent's** (attorney-in-fact's) full legal name and contact details.
- Determine whether the document requires **witnesses** — Nevada often requires two.
- Confirm whether the receiving institution requires **certified copies**.

## At the Appointment

- The principal must appear in person and be **mentally competent and willing**.
- Do **not** sign the document before the notary.
- Present current government-issued photo ID.
- Witnesses (if required) must appear with valid photo ID.

## Common Types of Power of Attorney

- General POA — broad authority for financial or business matters
- Limited / Special POA — narrow authority for a specific act or timeframe
- Durable POA — remains in effect if the principal becomes incapacitated
- Healthcare / Medical POA — authorizes medical decisions
- Real Estate POA — authorizes a specific real property transaction

**Legal Notice.** The notary's role is limited to identifying the signer, confirming willingness, and witnessing the signature. We cannot advise which POA is appropriate, draft your document, or explain the legal effect of executed language. Please consult a licensed attorney.