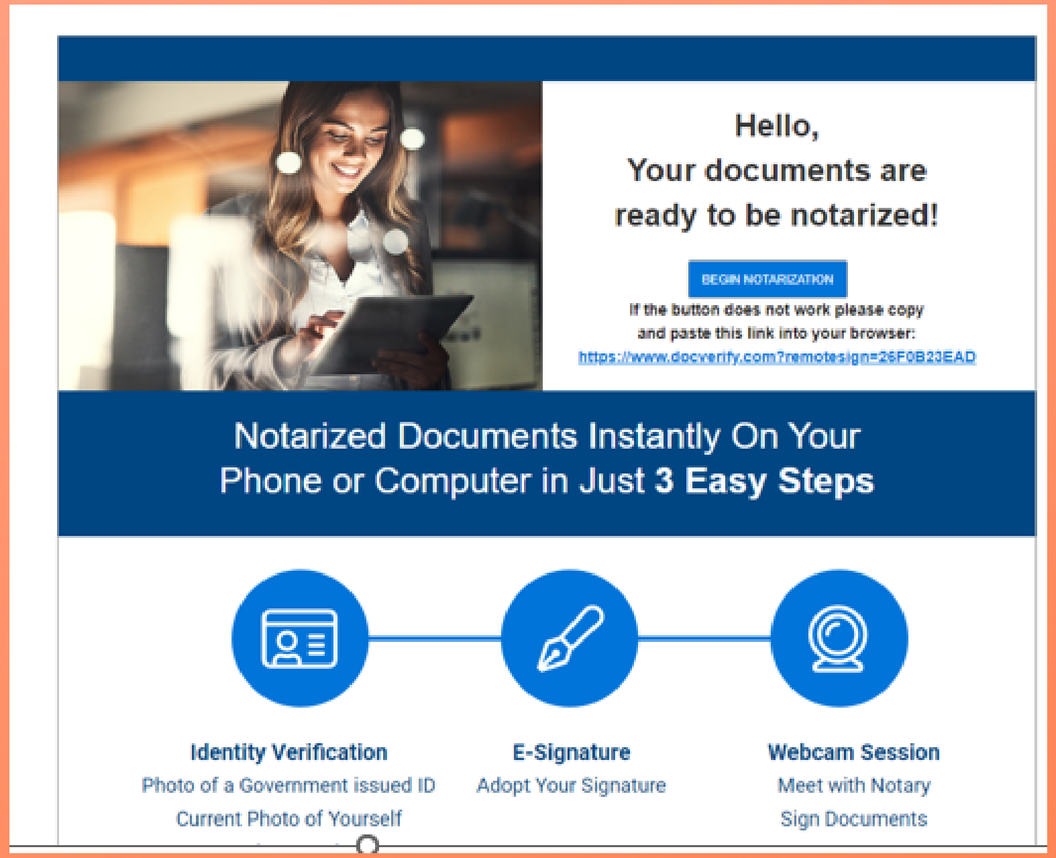
FVN
FLORIDA VIRTUAL NOTARY, LLC

DOCVERIFY IDENTITY SCREENING PROCESS

CHECK YOUR E-MAIL



CLICK BLUE "BEGIN NOTARIZTATION" BUTTON OR THE LINK BELOW

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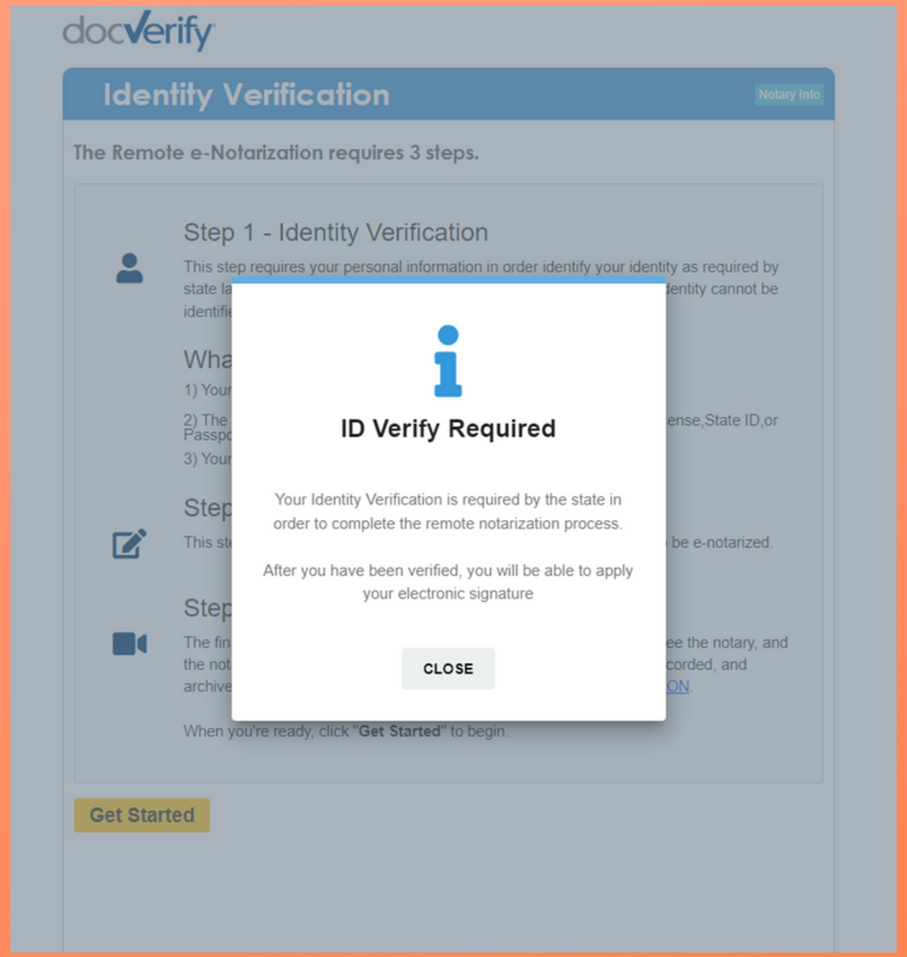
ID VERIFY REQUIRED

THIS IS REQUIRED BY THE STATE IN ORDER TO COMPLETE THE REMOTE NOTARIZATION PROCESS.

CLICK CLOSE.



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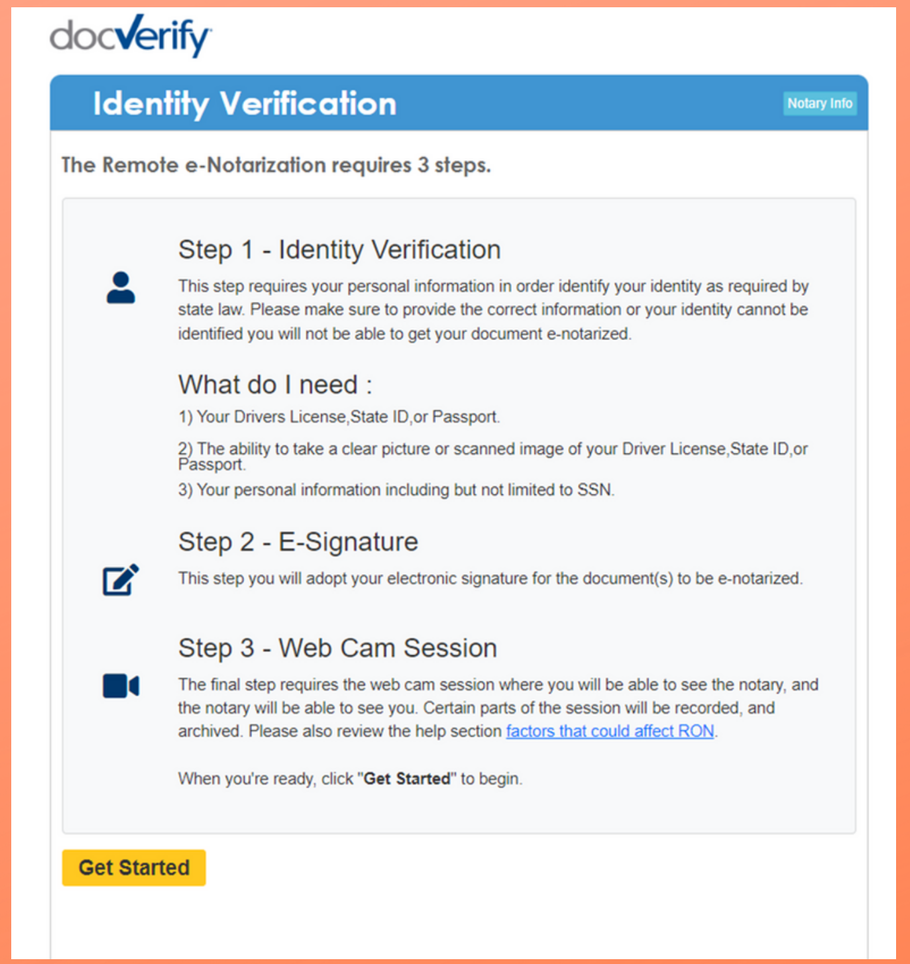
STEP 1 WILL VERIFY YOUR IDENTITY

STEP 2 - WILL ADOPT YOUR E-SIGNATURE

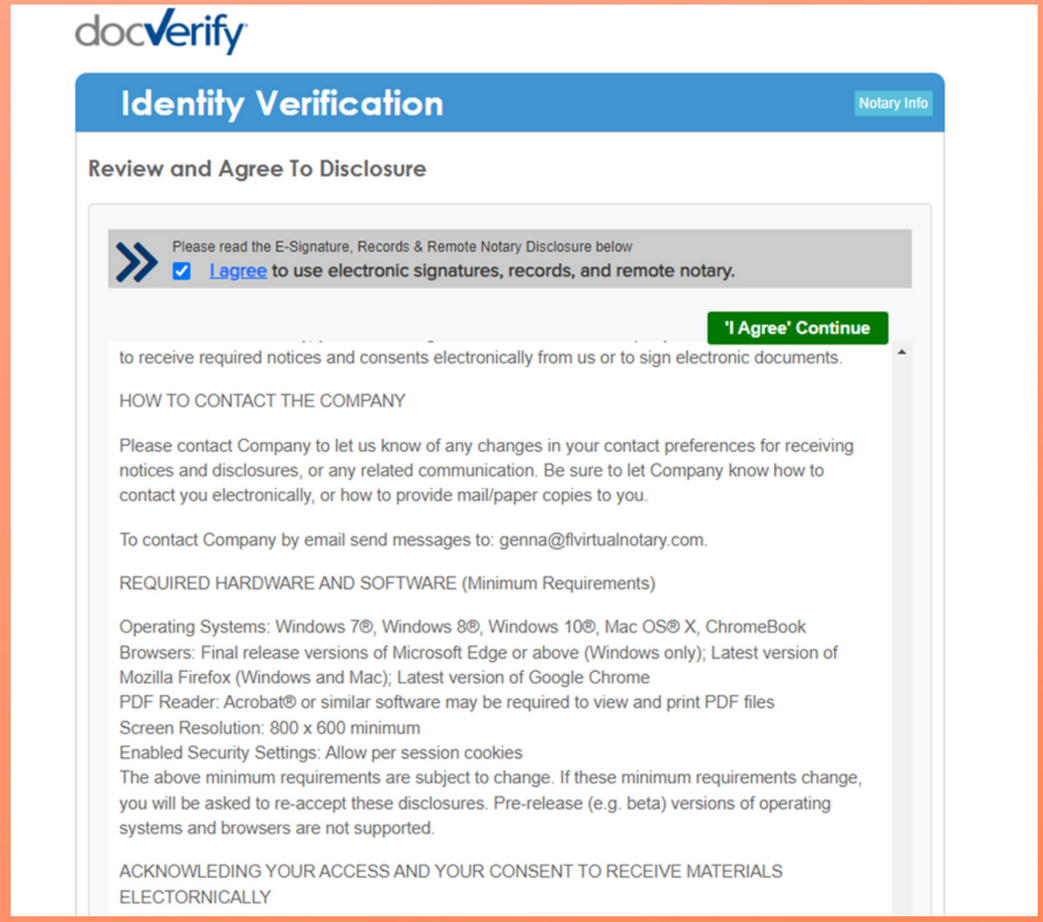
STEP - NOTARY WEB CAM SESSION WILL COMMENCE

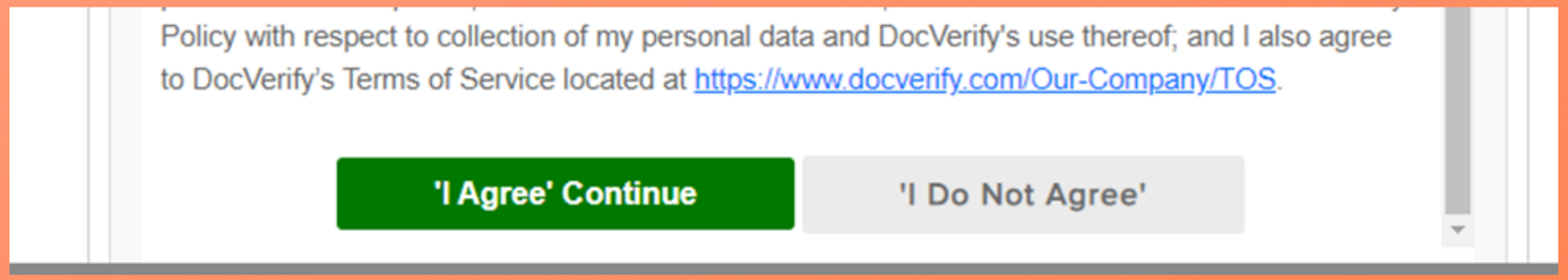


PRESS GET STARTED.

CLICK THE CHECKBOX TO AGREE TO USE ELECTRONIC SIGNATURES, RECORDS AND REMOTE NOTARY.

CLICK GREEN "I AGREE" CONTINUE





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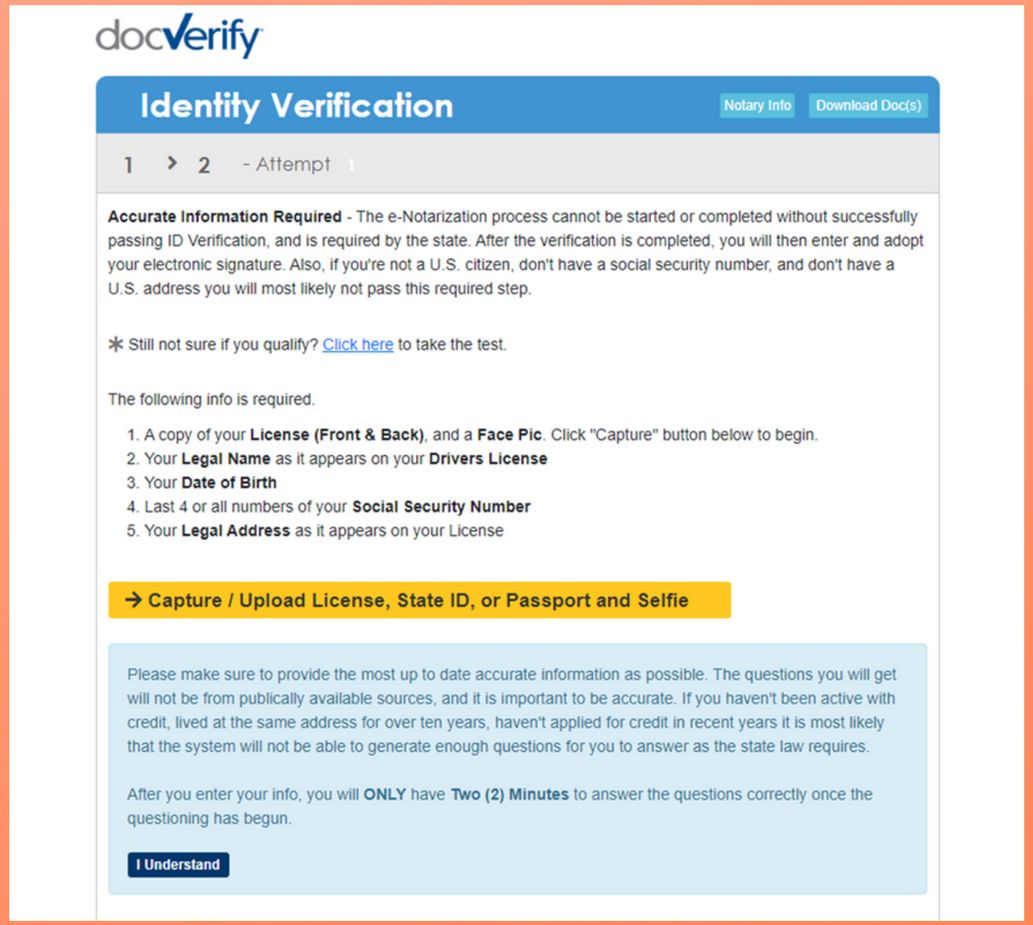
YOU CAN TEST THE QUALITY OF YOUR DEVICE BY "CLICK HERE" TO TAKE THE TEST.



OR GO RIGHT TO THE YELLOW "CAPTURE / UPLOAD LICENSE, STATE ID, OR PASSPORT AND SELFIE

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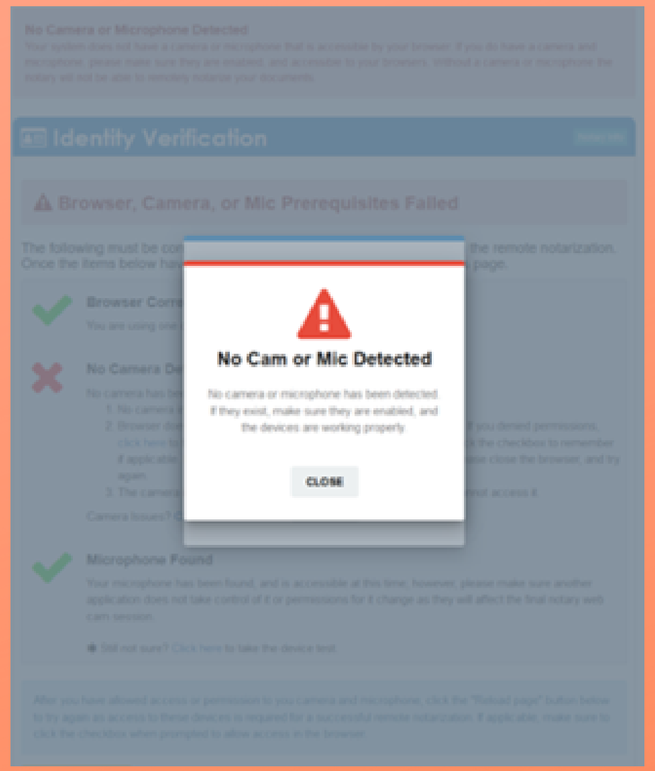

Failed Prerequisite Device

- Test if a camera or microphone is not detected, if either the camera or microphone are inaccessible, if the camera or microphone are not setup properly, and if the browser is not the right browser for the operating system the signer will fail the prerequisite tests.
- The signer may review the Common Issues with Video Camera (Web Cam) or Audio page for help with their device; however, DocVerify℠ cannot assist in troubleshooting one's system because of either a mis-configured device or device that may or may not have the proper drivers. It is the responsibility of the signers to ensure their device are working properly before attempting to connect.

Passed Prerequisite Device Test

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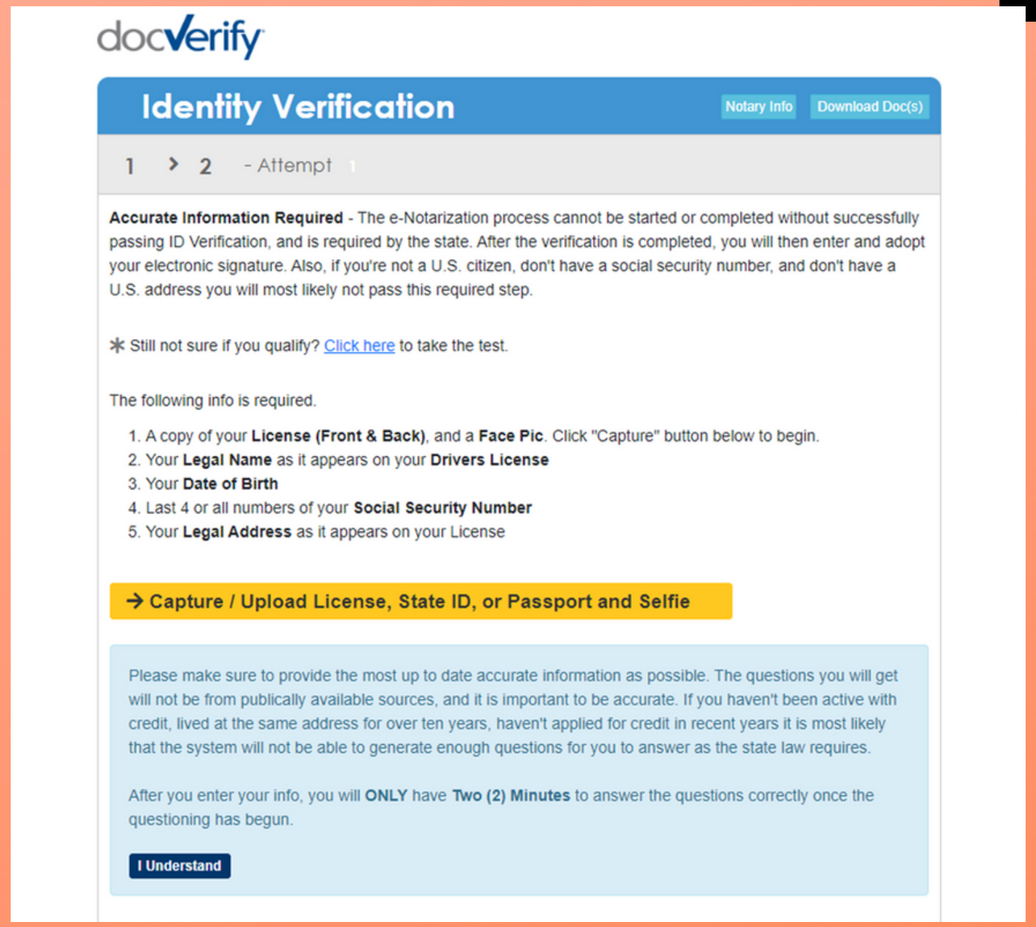

Click Capture / Upload License, State ID, or Passport and Selfie.

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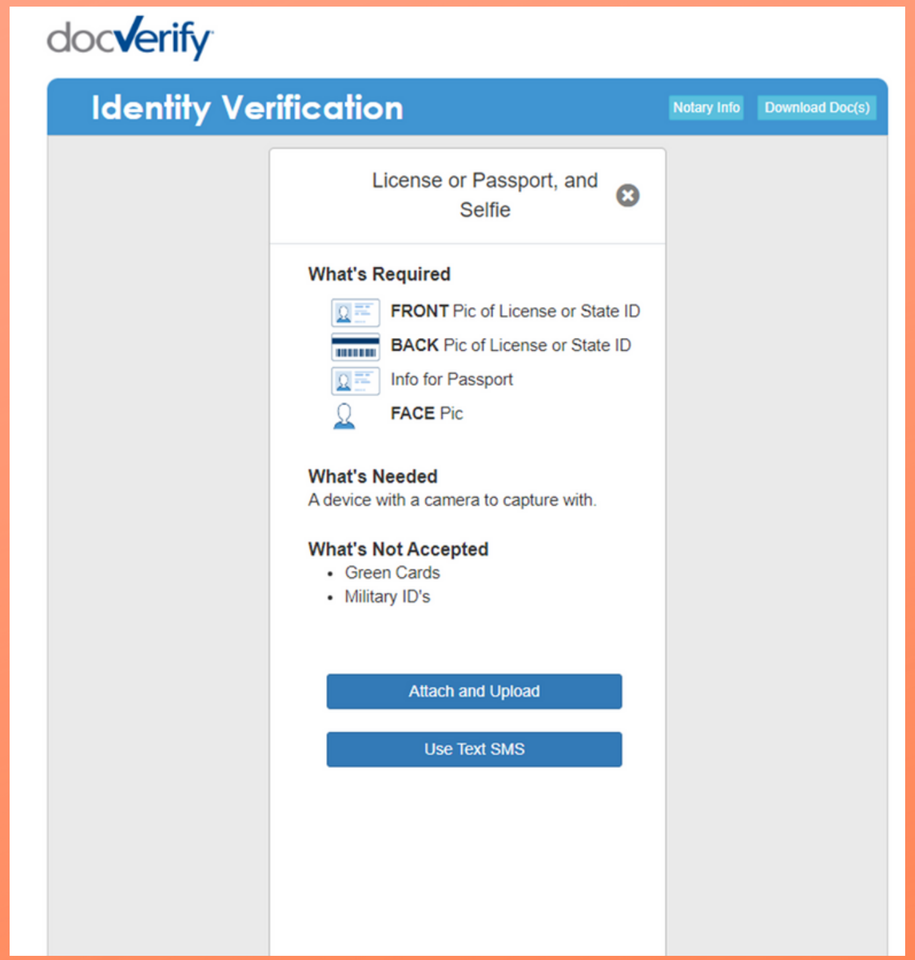
2 OPTIONS:

ATTACH AND UPLOAD

OR

USE TEXT SMS



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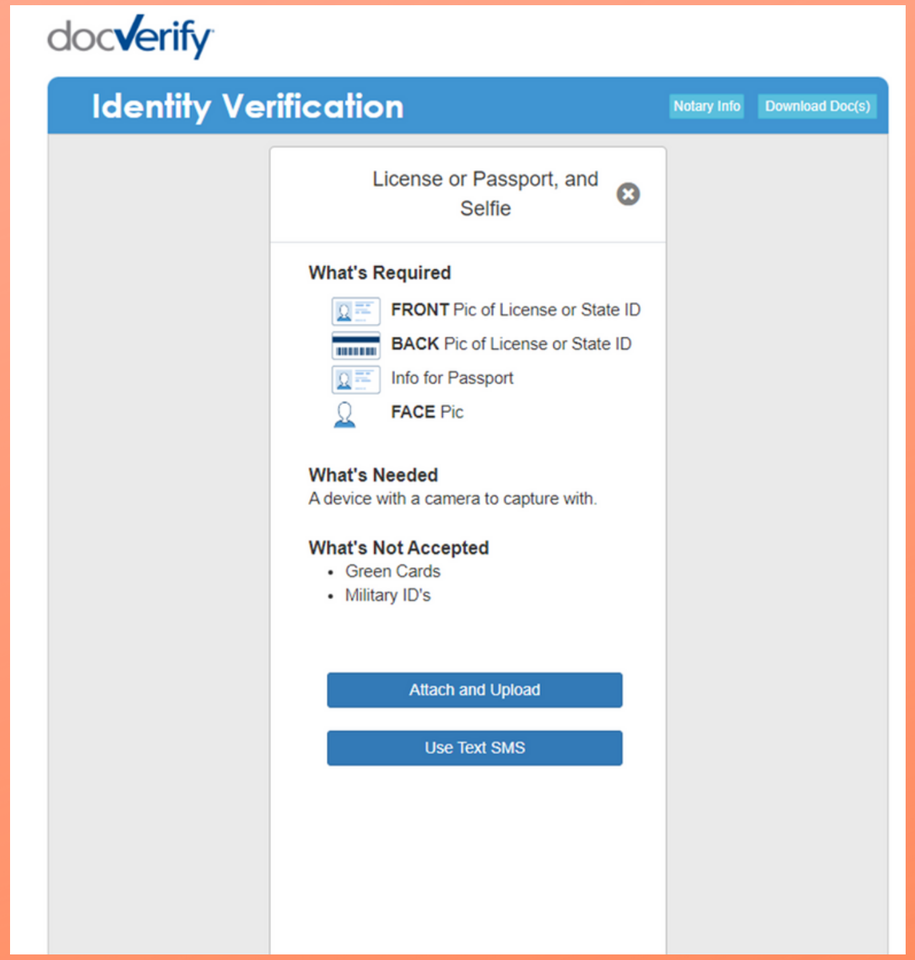
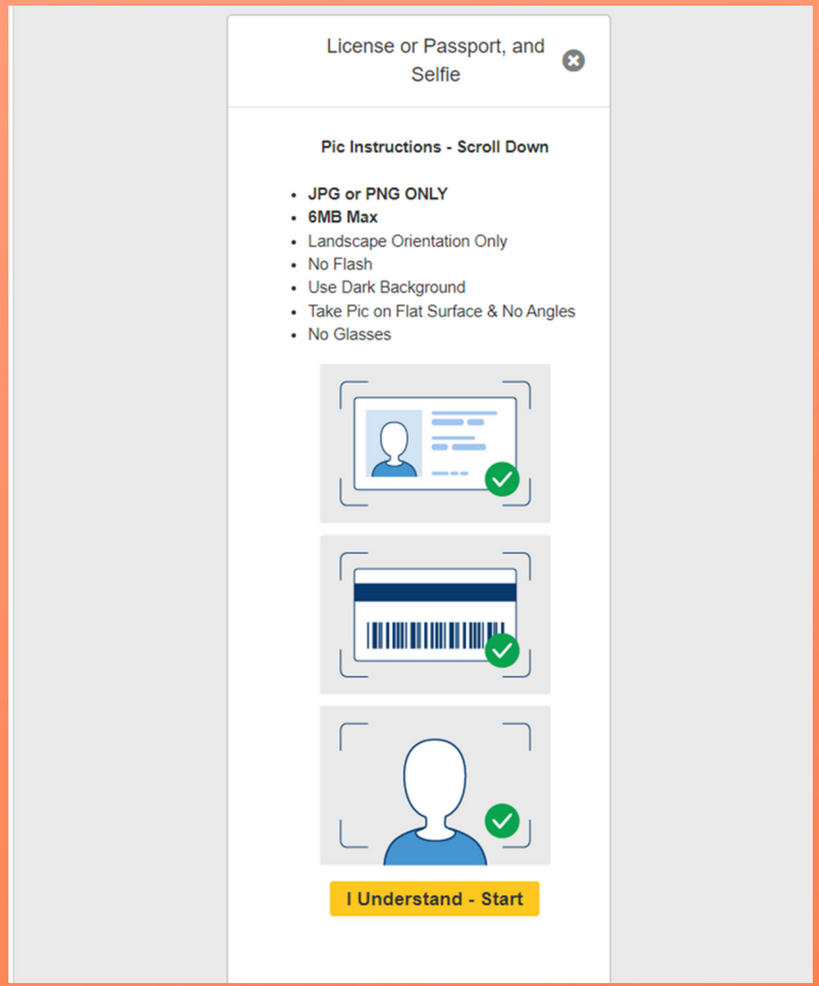
OPTION 1:

CLICK ATTACH AND UPLOAD



THIS REQUIRES FRONT, BACK AND A SELFIE



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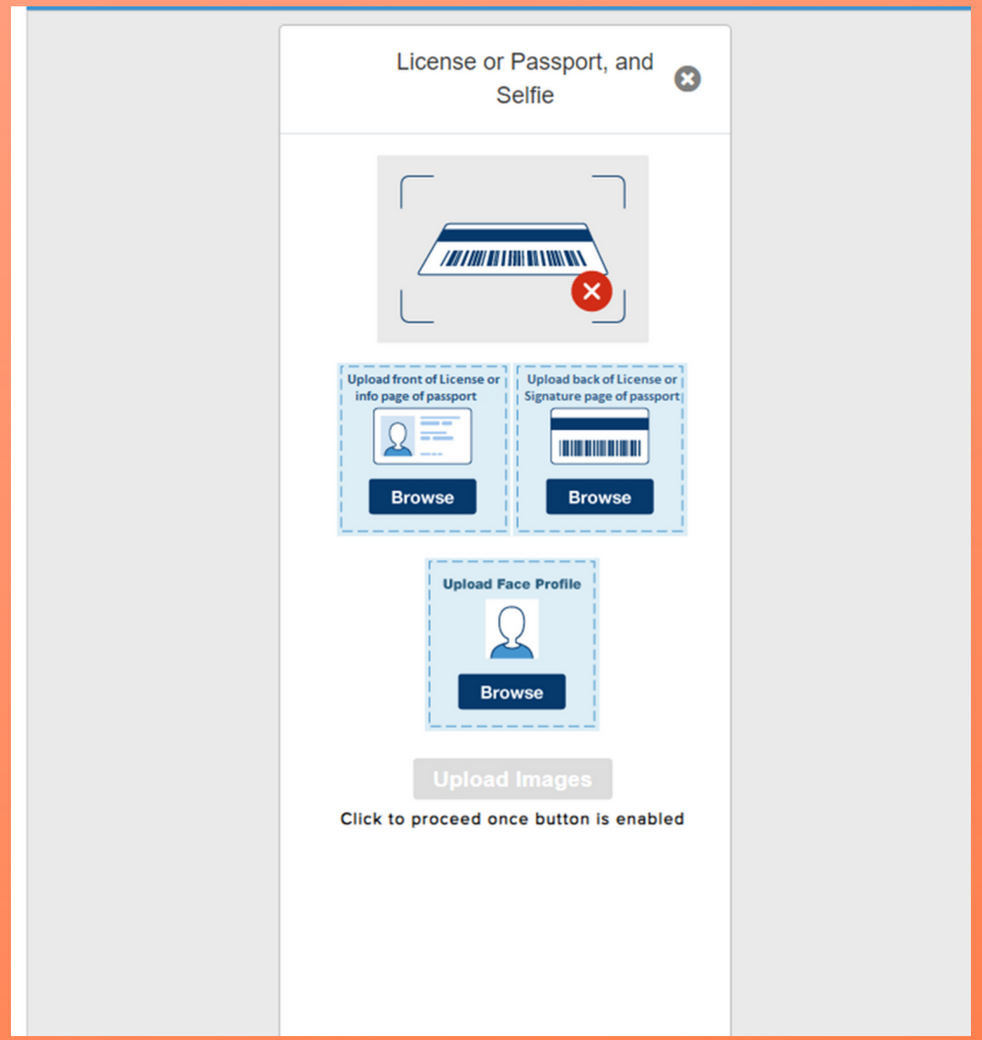
CLICK ON BROWSE FOR EACH PORTION FOR
FRONT, BACK AND SELFIE
TO FIND ON YOUR DEVICE



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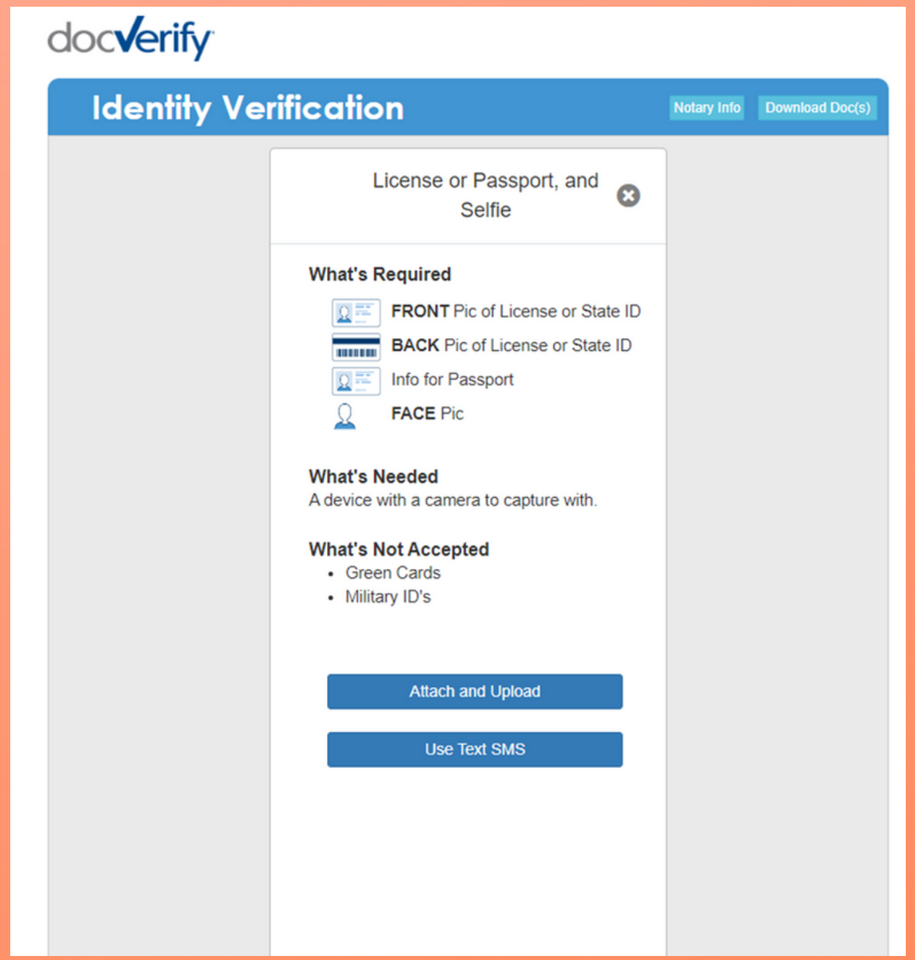
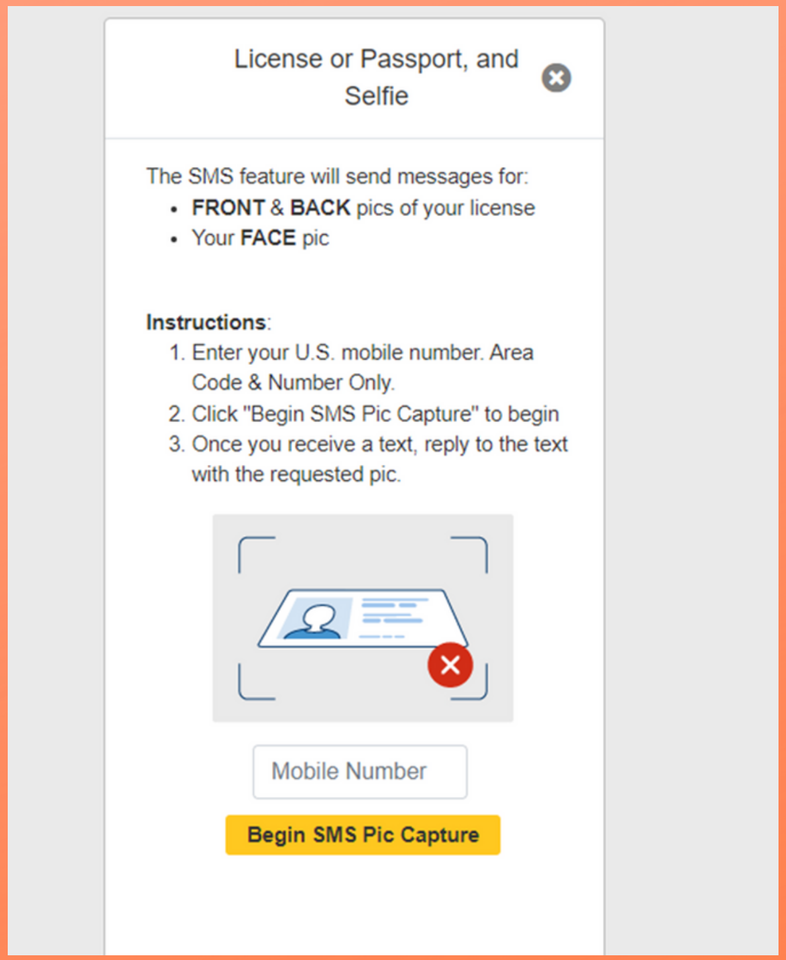
OPTION 2:
USE TEXT SMS



TYPE IN MOBILE NUMBER
CLICK BEGIN SMS PIC CAPTURE



YOU WILL RECEIVE A TEXT MESSAGE PROMPTING YOU TO TAKE A CLEAR PICTURE OF THE ENTIRE FRONT SIDE OF YOUR IDENTIFICATION

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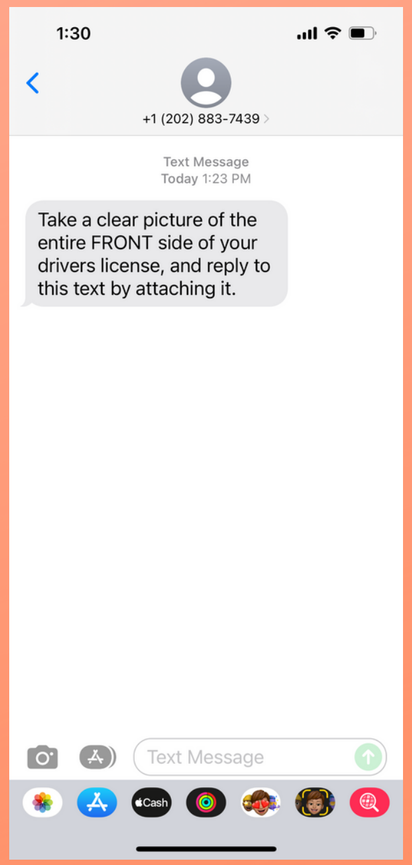

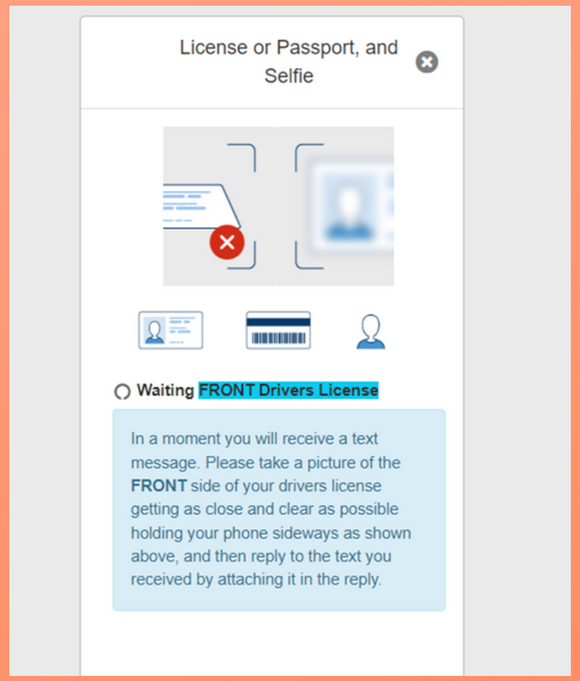

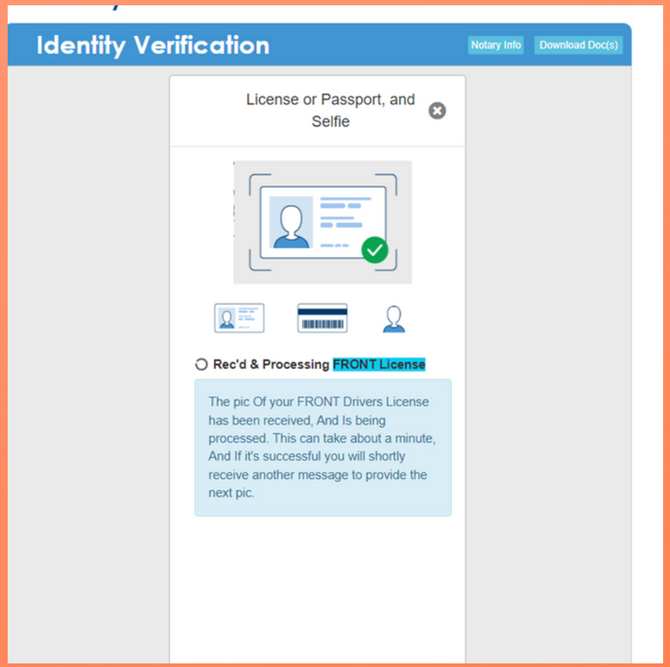

YOU WILL RECEIVE A TEXT MESSAGE PROMPTING YOU TO TAKE A CLEAR PICTURE OF THE ENTIRE BACK SIDE OF YOUR IDENTIFICATION

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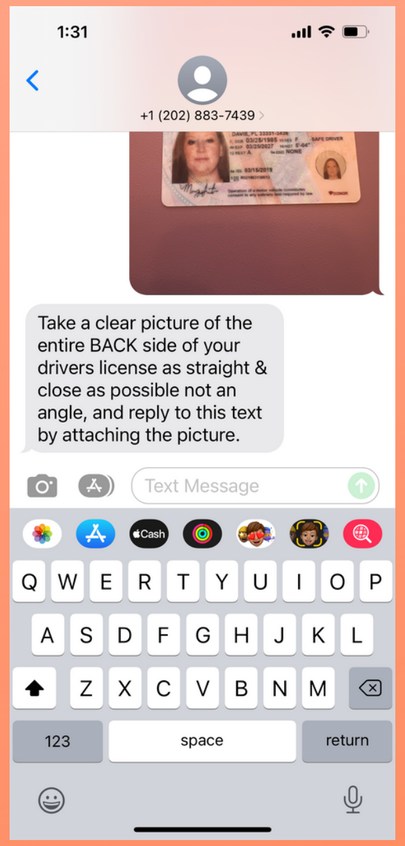

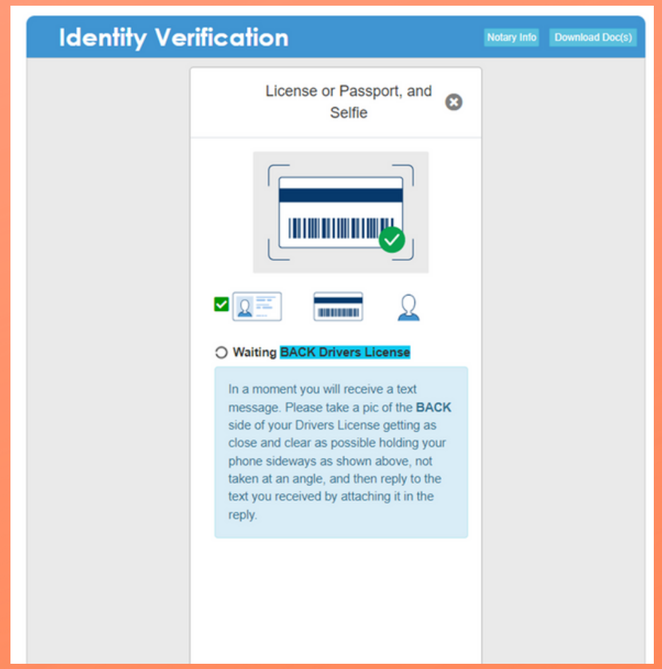

YOU WILL RECEIVE A TEXT MESSAGE PROMPTING YOU TO TAKE A CLEAR PICTURE OF YOUR FACE

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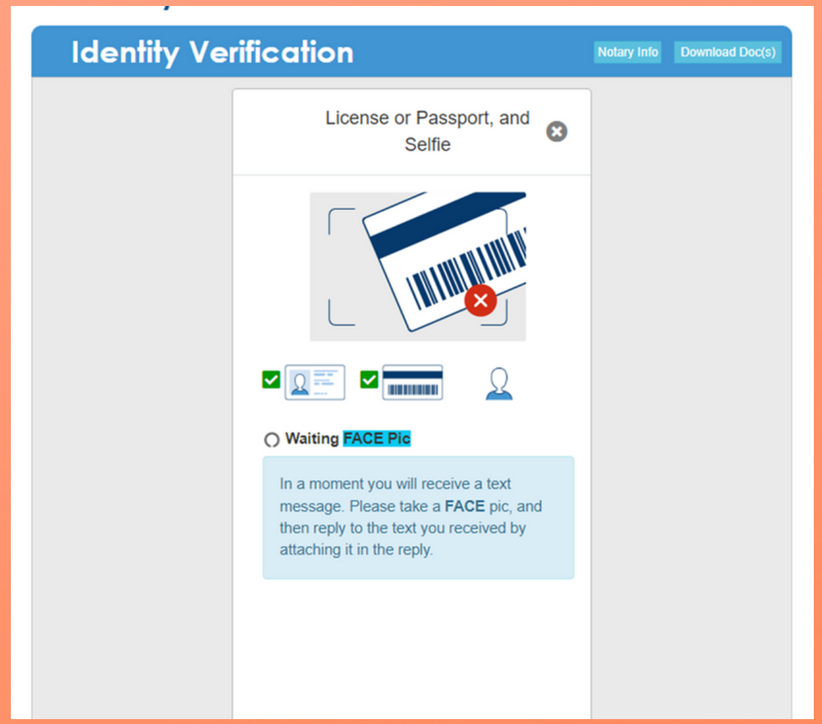

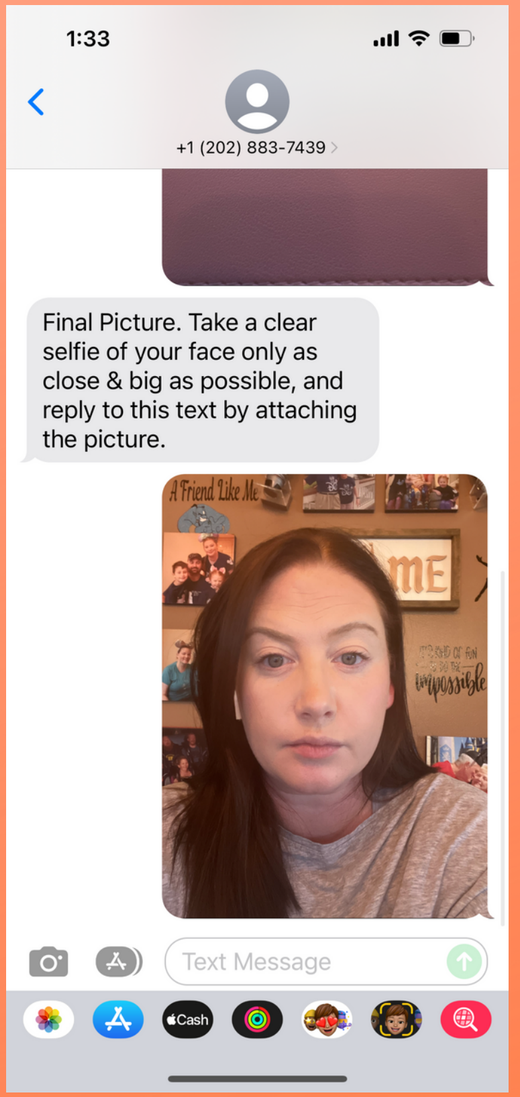

ONCE THE IDENTITY SCREENNG IS COMPLETE,
CLICK I UNDERSTAND.

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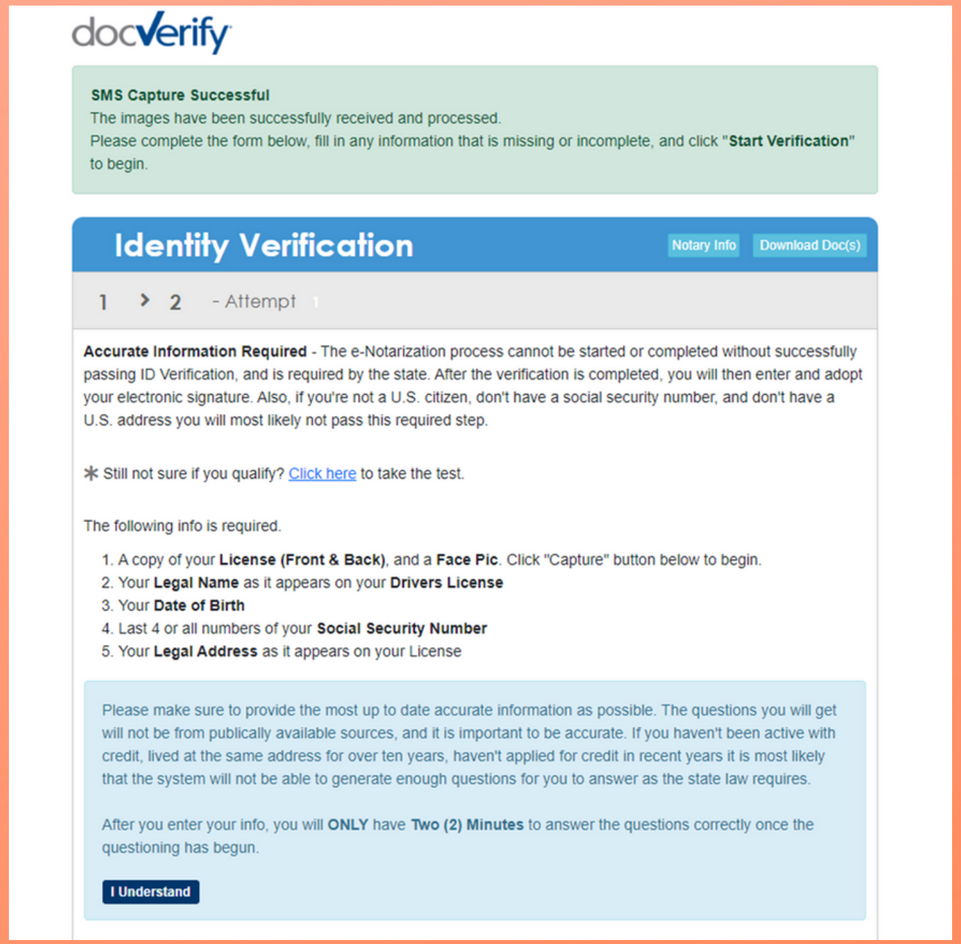
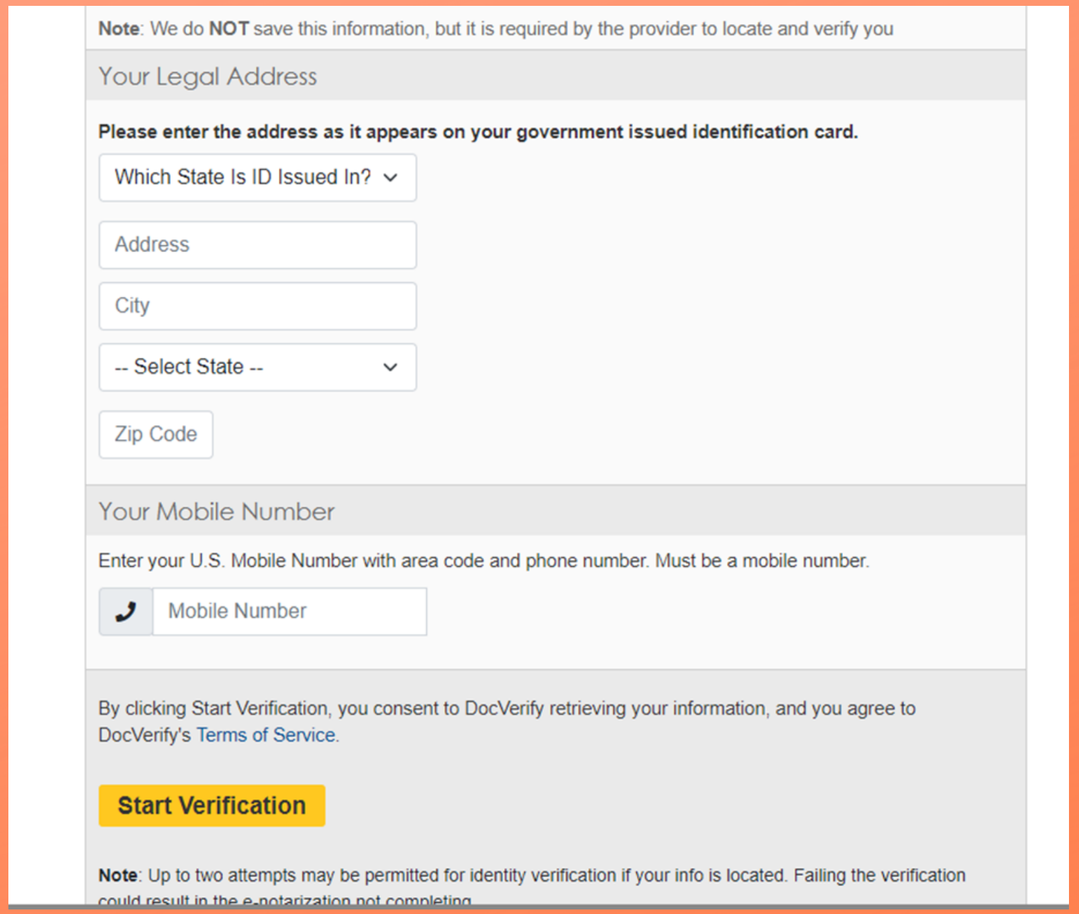
TYPE IN THE ADRESS ON YOUR GOVERNMENT ISSUED IDENTIFICATION
AND ENTER YOUR MOBILE NUMBER.
PRESS START VERIFICATION.





YOU HAVE 2 MINUTES TO COMPLETE THE IDENTITY SCREENING QUESTIONS.

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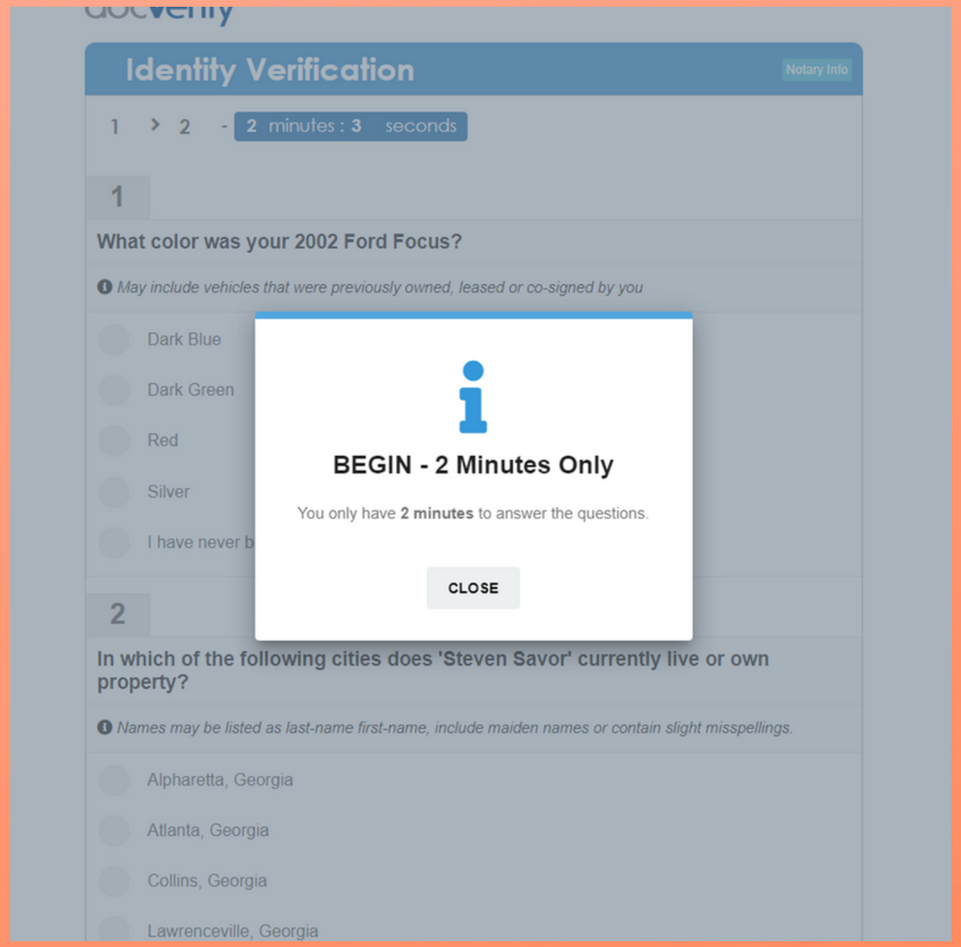
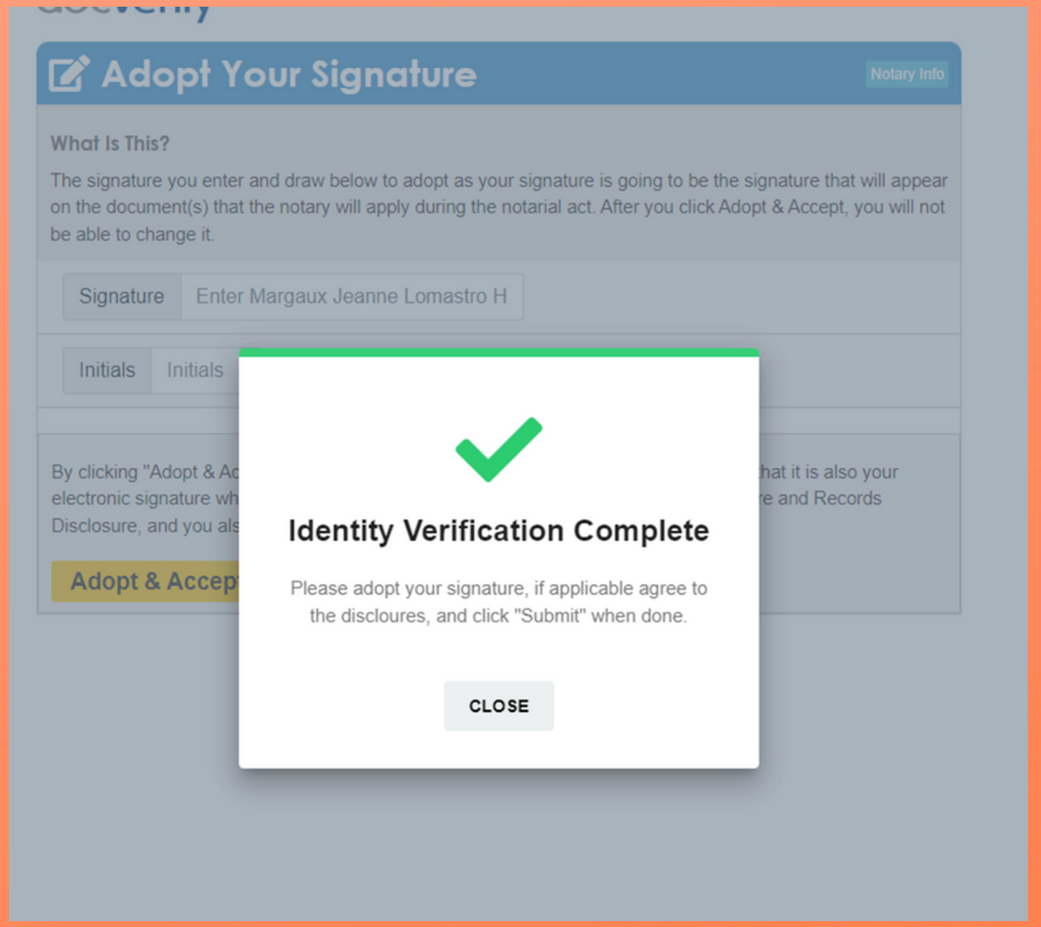
VERIFICATION COMPLETE





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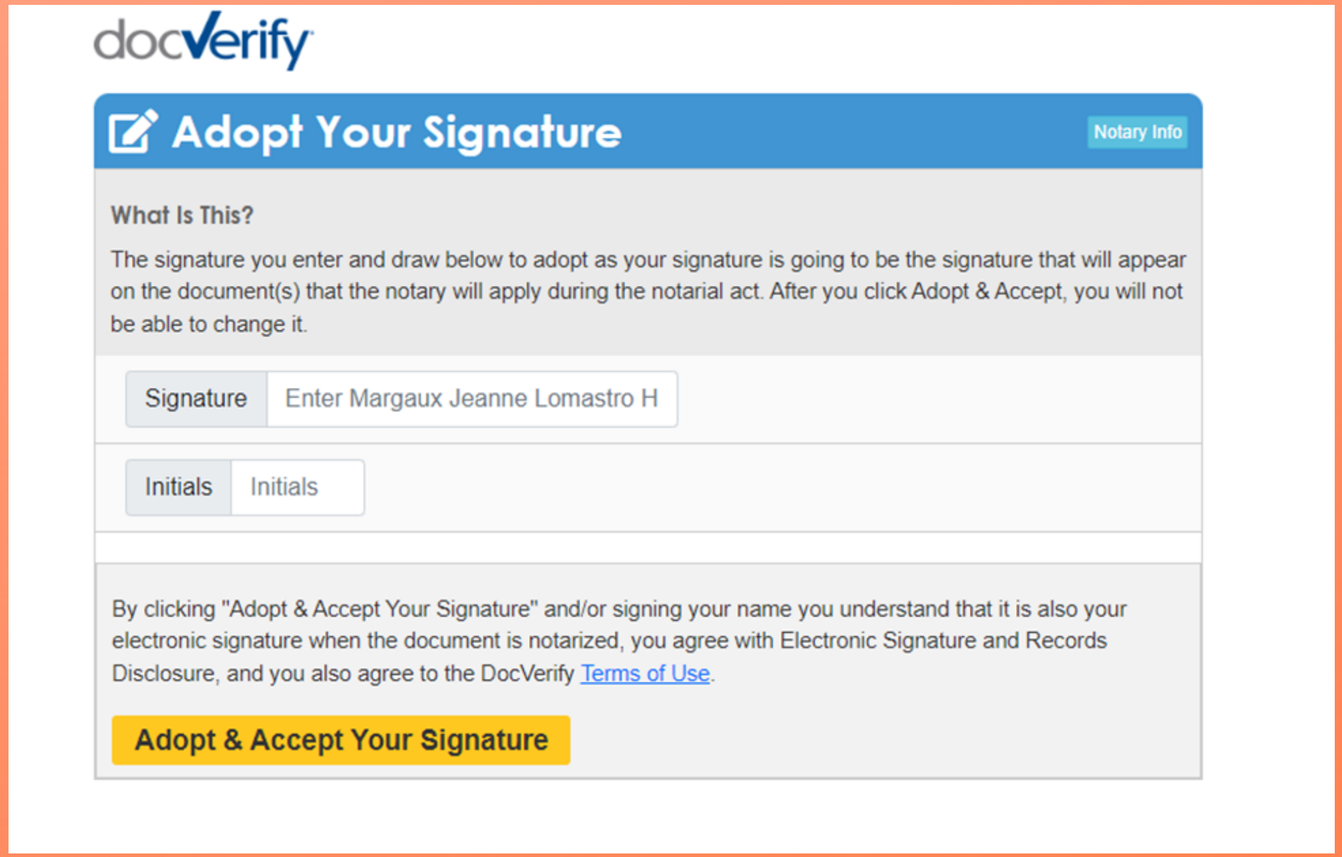
ADOPT YOUR SIGNATURE AND INITIALS.

PRESS ADOPT & ACCEPT YOUR SIGNATURE.



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docVerify

Waiting For the Notary

You have already completed the first steps with ID Verification, and adopted your Signature for this transaction.

It is now waiting on the notary to start the session, and if applicable, also wait for the other participants to join through a web cam session as well.

As soon as the notary joins this session you will either receive an email or text with instructions to start. After you receive the notification, you can either refresh this page or click on the link inside the notification.

Reset My Signature

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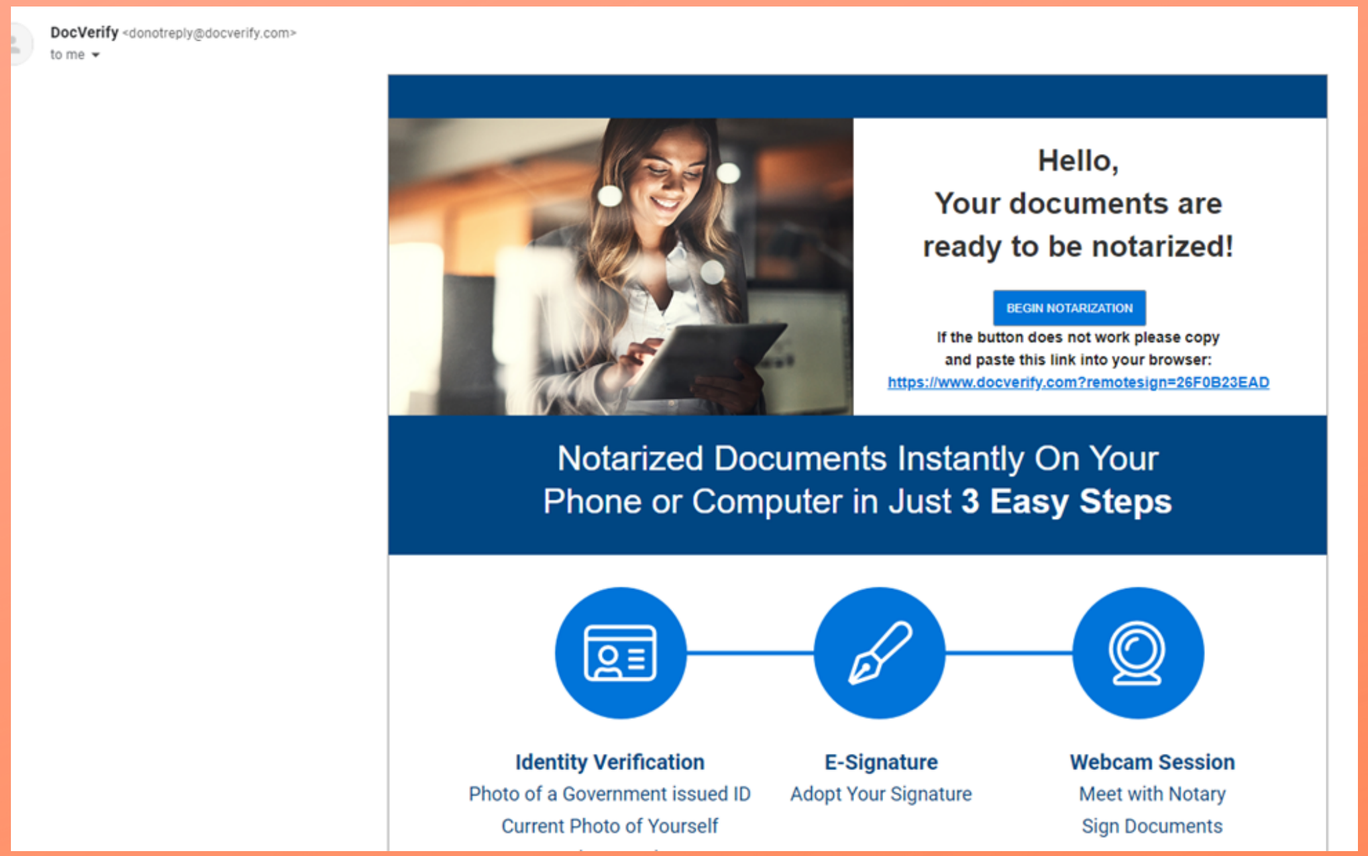

TO START NOTARY SESSION:

CLICK THE BEGIN NOTARIZATION LINK.

CLICK CLOSE.

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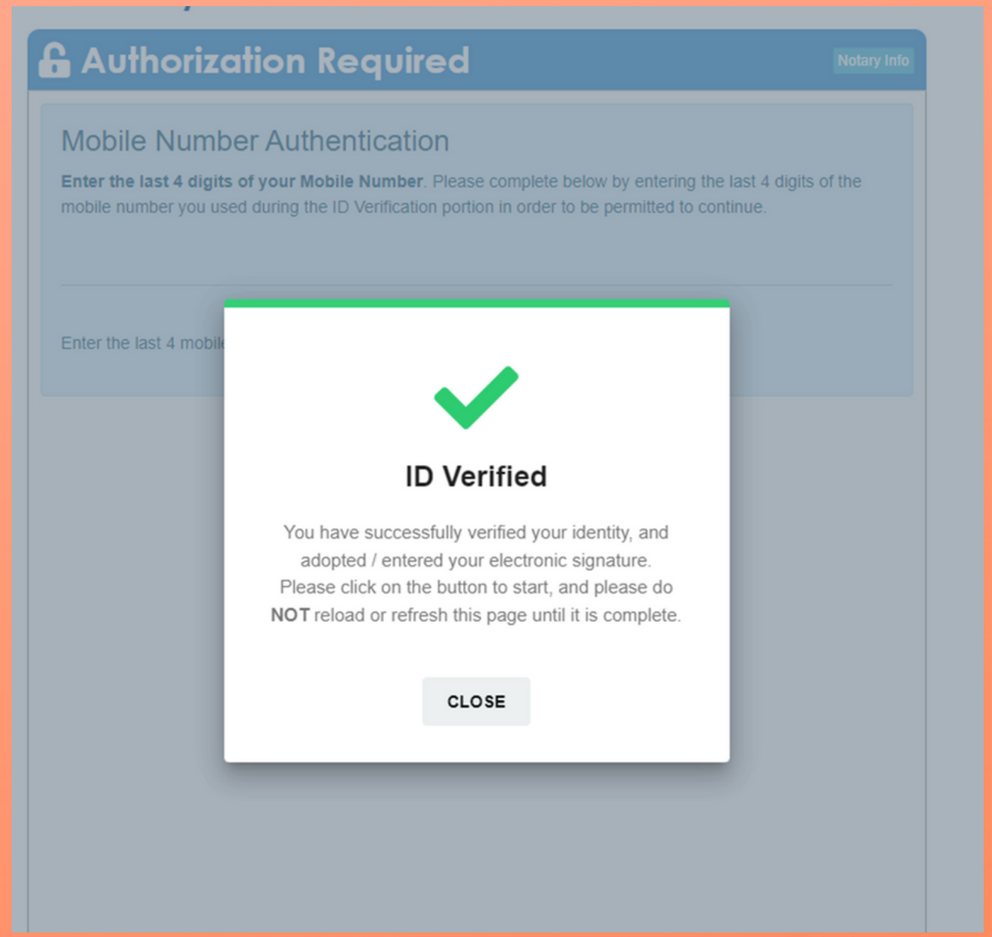
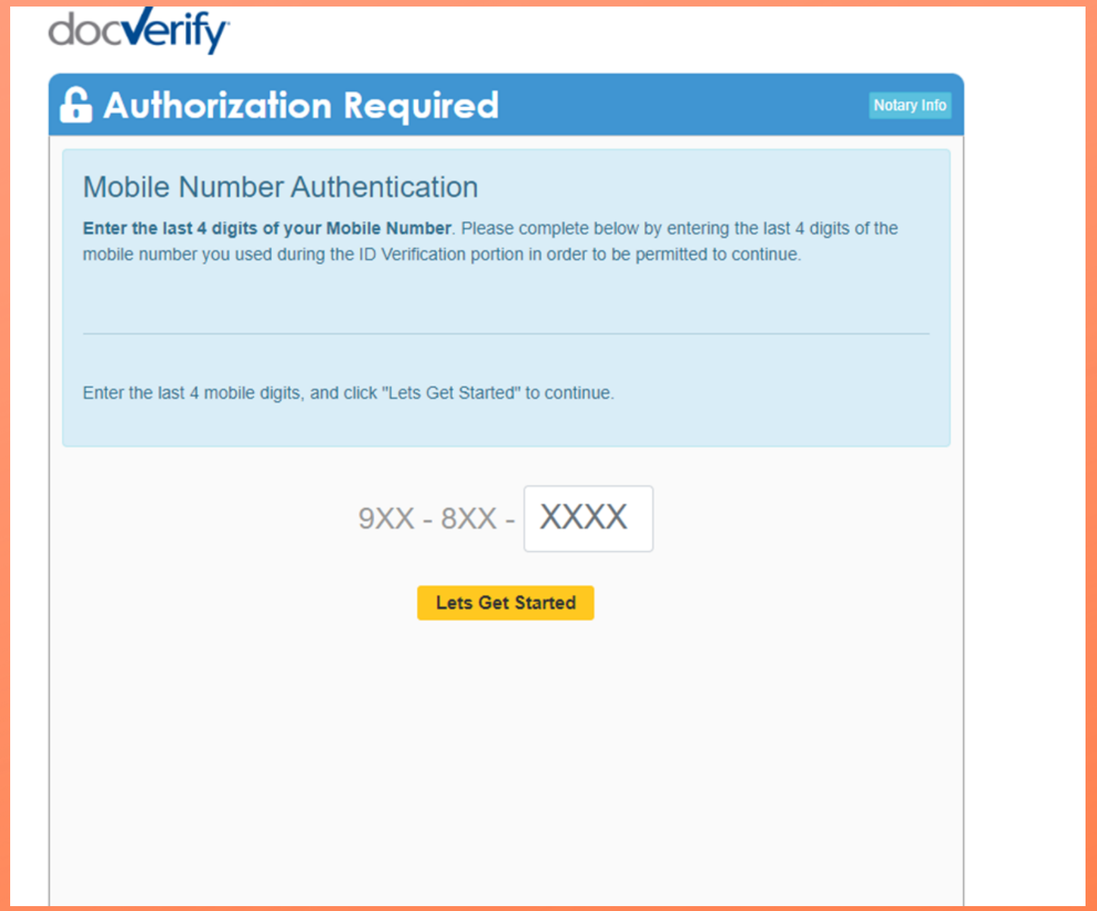
TYPE THE LAST FOUR DIGITS OF YOUR CELL PHONE NUMBER.





CONFIRM YOUR CAMERA AND MICROPHONE ARE DETECTED.

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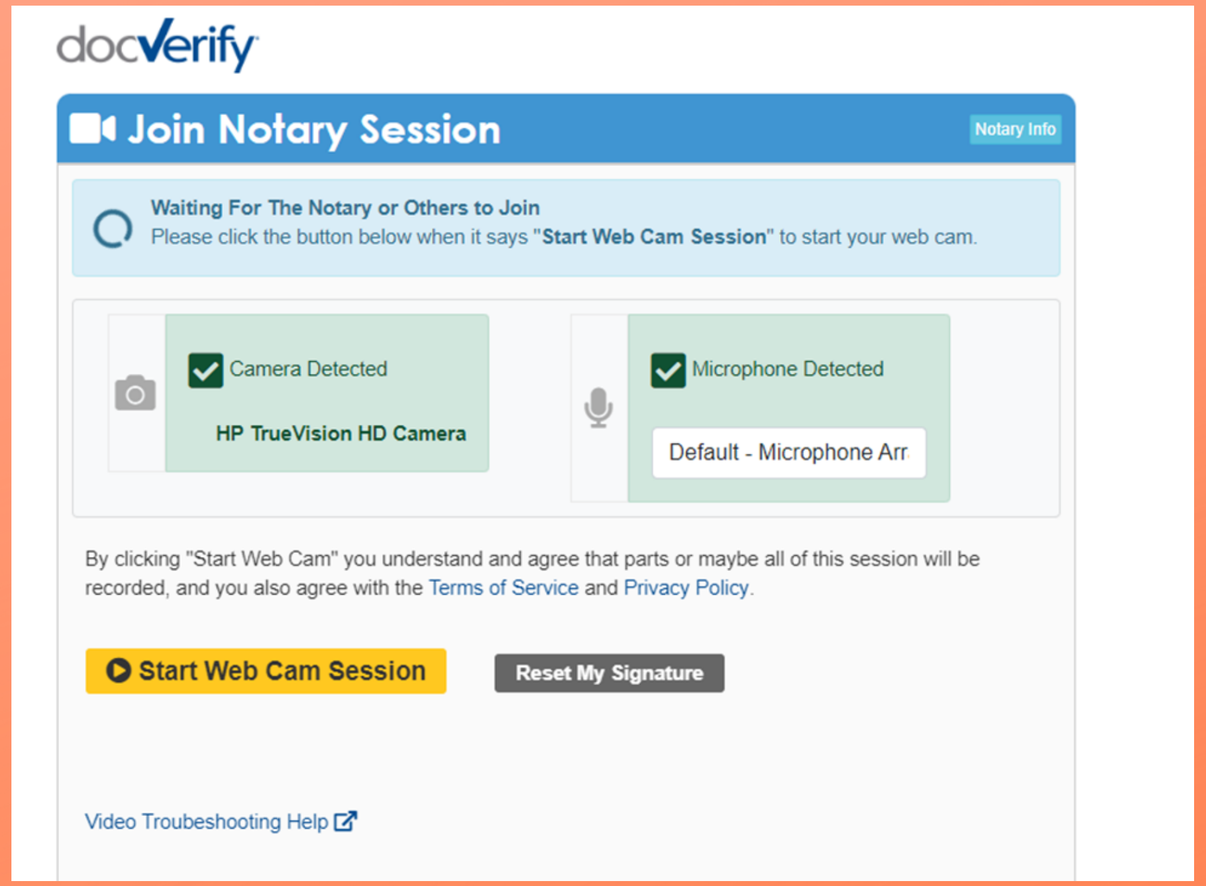
CLICK START WEB CAM SESSION.



WITNESS ONLY.

ADOPTING SIGNATURE.

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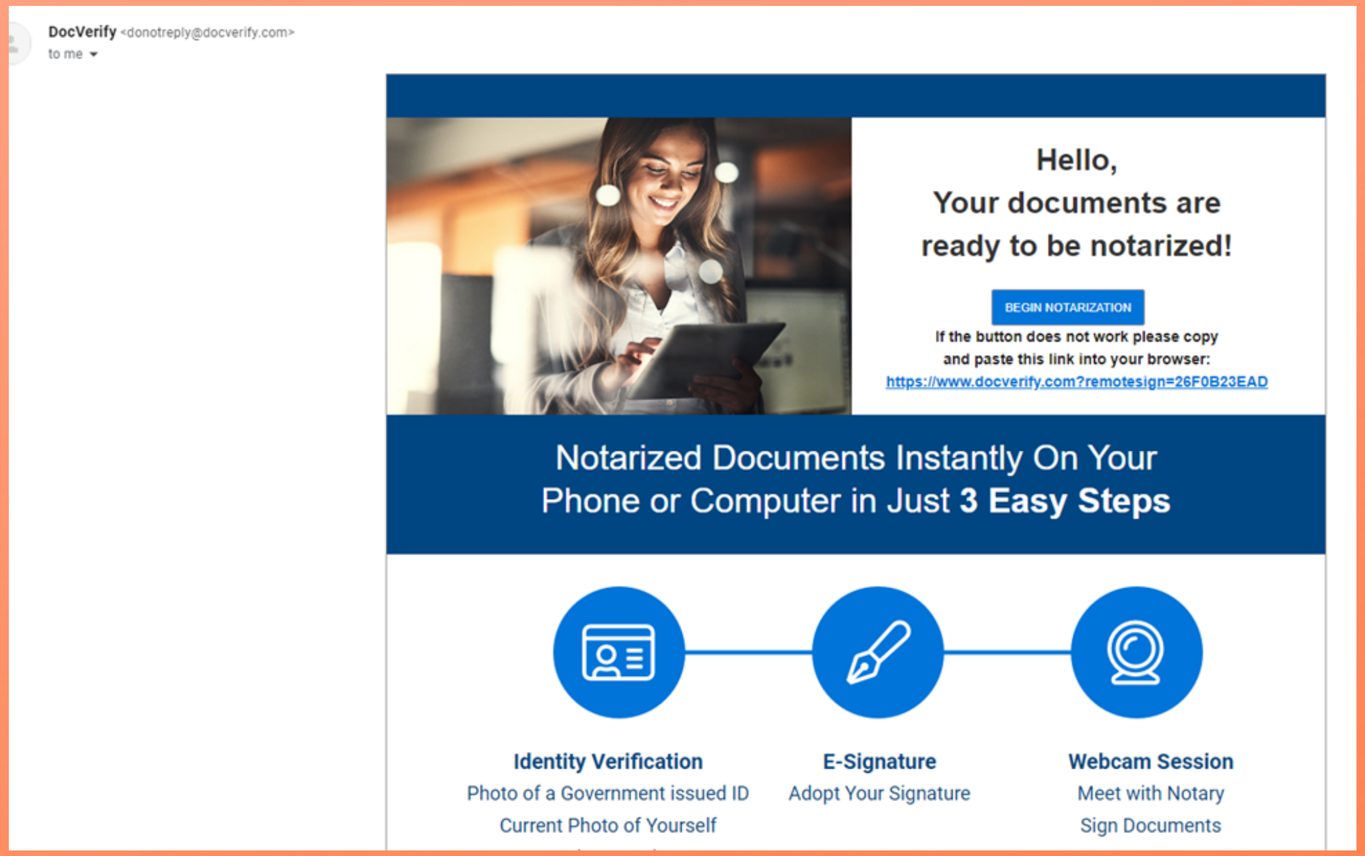

ADOPT YOUT SIGNATURE AND INITIALS.

CLICK "I AGREE"

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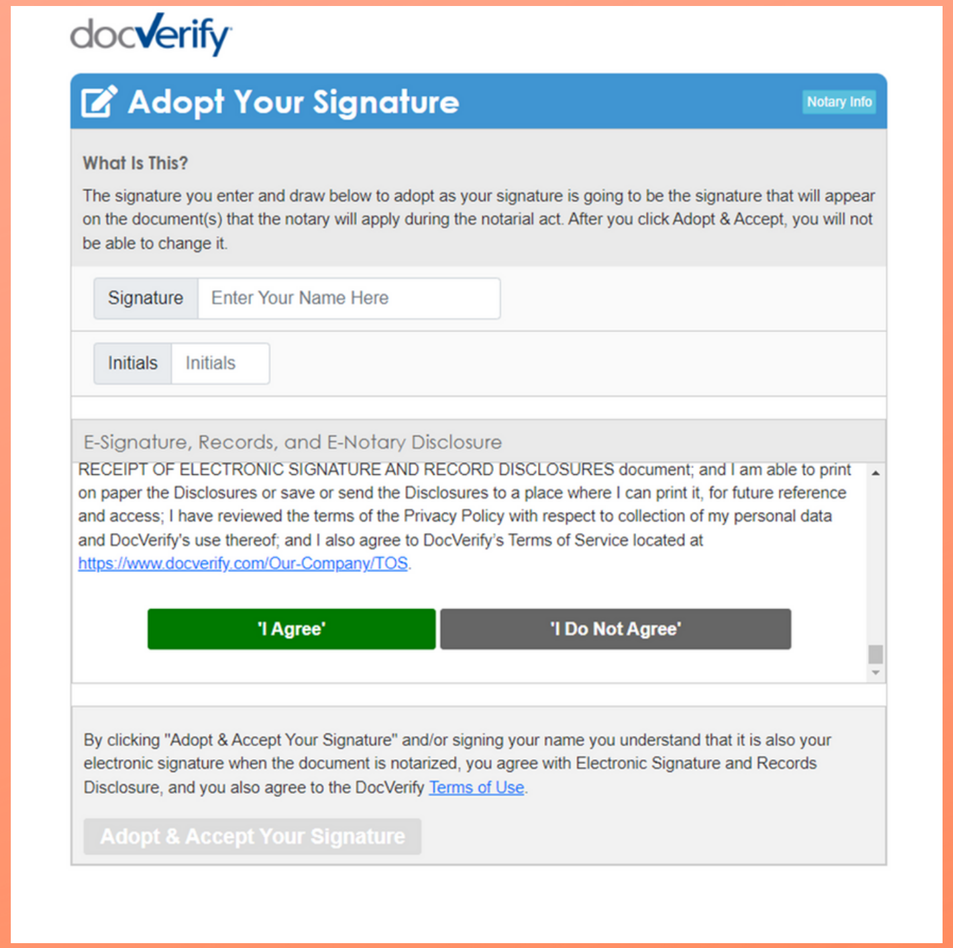
CLICK ACCEPT AND ADOPT YOUT SIGNATURE.