



REMOTE ONLINE NOTARIZATION: SIGNER'S GUIDE

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For Guidance

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Signer
Edition

WHAT IS REMOTE ONLINE NOTARIZATION?



Remote Online Notarization ("RON") a/k/a remote notarization or virtual notarization is a notarization performed online using audio and video communication and a remote notarization platform to sign documents remotely.

Our documents are all signed electronically in accordance with Florida Law.

The executed document is an electronic document, which is considered an original in accordance with Florida Law.

AM I ELIGIBLE FOR A FLORIDA RON?

Each signer must meet the following credentials to sign documents remotely:

1. Be U.S. Citizen and/or U.S. residents (with a valid U.S. social security number and strong ties to the U.S.) physically located anywhere in the world.
2. Be Eighteen (18) years of age or older.
3. Have a valid photo identification such as a passport, driver license or identification card.
4. Five (5) years of U.S. credit history.
5. The signer is visibly of sound mind, alert, and mentally competent at the time of signing.
6. Access to a Computer, Tablet or Smart Phone with audio and video capabilities along with internet access.
7. Confirm documents CAN be signed electronically in accordance with Florida Law.
8. Successfully complete the mandatory online identity screening.

Additional requirements may apply based on the documents being signed.

RESPONSIBILITIES OF THE SIGNER OR HIRING AGENT

PART 1

The signer(s), individual or company retaining FLORIDA VIRTUAL NOTARY LLC to conduct a RON is responsible for the following:

- Confirming each signer is eligible for RON.
- If the signer DOES NOT speak and/or understand English, the signer is responsible for providing a translator at the time of signing and a duplicate document must be provided in the signer's native language. The signer will sign both for our records.
- All our documents are signed electronically in accordance with Florida Law. It is the signer's responsibility to confirm that the recipient will accept an electronically signed document prior to signing.
- Signer can successfully complete the mandatory online identity screening. Please see "Online Identity Screening" section for details.
- Have your identification handy. Most online notarization platforms accept a valid Driver License or Passport.

RESPONSIBILITIES OF THE SIGNER OR HIRING AGENT

PART 2

- Ensure the document(s) that are being signed in the presence of the notary is fully completed and emailed to the notary at least thirty (30) minutes prior to the appointment. The notary block or notarial certificate may be left blank for the notary.
- Signing instructions, if any. Please provide any specific instructions to the notary at least thirty (30) minutes prior to the appointment so that the notary may prepare the document(s) for e-signing in advance.
- If the documents require a witness other than the notary, we can provide a remote witness for an additional \$40.00 per witness or you may provide us with a name and email address for a remote witness for free at least thirty (30) minutes prior to the signing. Witnesses are required to be at least eighteen (18) years of age, a U.S. Citizen, uninterested party to the document being executed and unrelated to the signer by blood or marriage.

RESPONSIBILITIES OF THE SIGNER OR HIRING AGENT

PART 3

- Witnesses, if any, can successfully complete the mandatory online identity screening. Please see "Online Identity Screening" section for details.
- DO NOT send us pre-signed documents.



There are additional responsibilities for estate planning documents especially e-Wills executed remotely. Details for online estate planning documents are explained in the next section.

ESTATE PLANNING DOCUMENTS

It is our understanding that an electronically signed Florida Will must have a Qualified Custodian to be self-proving in accordance with Florida Statute 732.523. We are eligible to serve as a Qualified Custodian pursuant to Florida Statute 732.524.

Furthermore, because the signer is signing estate planning documents, pursuant to Florida Statute 117.285(5)(a) he/she/they are required to answer the following questions during the remote notarization:

1. Are you under the influence of any drug or alcohol today that impairs your ability to make decisions?
2. Do you have any physical or mental condition or long-term disability that impairs your ability to perform the normal activities of daily living?
3. Do you require assistance with daily care?

PLEASE NOTE: If the answer is YES to any of the above, the signer's signature on the instrument may only be validly witnessed by witnesses in the physical presence of the principal at the time of signing. Therefore, if the answer is yes to the above, please contact us directly to make alternative signing arrangements.

HOW IT WORKS



Each signer will connect to the notary using audio and video communication.

The notary will need to see and hear each signer in order to conduct an online notarization.

Once connected, the notary will begin recording the online notarization and typically asks each signer a few questions for the recording.

Before the recording concludes, the notary will have each signer click to sign electronically and then do the same accordingly.

Each participant signs out and the executed document is emailed to the signer.

ONLINE SECURITY SCREENING FACTS AND TIPS



In accordance with Florida Law, each signer who is not personally known to the Florida Notary Public will be responsible for taking an online identity screening. Most online screenings will require each signer to do the following:

- Input birthdate, social security number and expiration date found on their identification;
- Upload or snap a photo of the signer's identification;
- Successfully answer up to five (5) security questions in under two (2) minutes. These questions can go as far back as thirty (30) minutes years.
- Adopt an electronic signature.

Once each signer has successfully completed the screening, the signers can move forward with the online notarization.

WHAT IS THE FINISHED DOCUMENT?

The executed document is electronic.



You may have multiple electronic originals of the same document. You may send the original electronic document to the recipient.



BEST PRACTICES WHEN SIGNING ONLINE

There are some recommendations that we have found to be helpful for individuals signing online and/or preparing for an online notarization. Some of those recommendations for the signers are as follows:

- Check your device (smart phone, laptop, I-pad or desktop computer) for audio and video capabilities.
- Test your internet access. The remote notarization requires consistent internet access.
- Know the documents that are being signed.
- Find out if your documents require a witness and a notary.
- Let the notary know if you require technological assistance.
- Take the mandatory online identity screening before the signing if that option is available to you.
- Check your email regularly after booking an online notarization for emails from the notary or the signing platform.

BENEFITS OF RON



Each signer has their own purpose for signing documents remotely. The most common benefits of signing documents remotely are as follows:

1. Health and public safety
2. Convenience
3. Security
4. Recording
5. Cost effective
6. The signer can be physically located anywhere in the world



ABOUT THE AUTHOR

Genna Rubolino, Florida Registered Paralegal and Guardian ad Litem for the 15th Judicial Circuit Court, is the owner of Florida Virtual Notary, LLC ("FVN"). Prior to the creation of FVN, Genna worked as an estate, trust and tax paralegal in Palm Beach County, Florida, for the past 9 years. Genna now uses her paralegal skills to volunteer and educate others on online notarization. Genna is a huge supporter of the paralegal community and loves to mentor new paralegals and notaries.

Genna graduated from Florida Atlantic University with a Bachelor's in Business Management and a Certificate of Completion in Paralegal Studies. Genna became a Certified Paralegal and a Florida Registered Paralegal in 2017. Genna has been a Florida Notary Public since 2012 and an online notary since 2020.

Genna is a proud member of the Boca Chamber of Commerce, Davie Chamber of Commerce and currently serves as the Director-at-Large for the Paralegal Association of Florida's (PAF, Inc.) State Board. Genna started providing training on remote notarization for individuals, legal professionals and businesses beginning in June 2020 and started consulting for Remote Online Notarization platforms in November 2020.