

# Remote Notarization Process Steps Checklist



## 1. Basic IT Requirements

- Webcam w/ mic
- Internet
- Video conference provider



## 2. Engage Identity Proofing Service Provider

- FOR NH ONLY
- Must verify client's identity using multi-factor authentication



## 3. Send Documents to Client

- May send by mail or electronically



## 4. Video Conference with Client

- CT, NH, & VT require video conference be recorded



## 5. Confirm Client's Location

- Client must be in state, unless notarization is conducted under NH law



## 6. Verify Client's Identity

- Single-factor for CT & VT
- Multi-factor for NH (see Step 2 above)



## 7. Client Signs Documents

- Check with your local recording offices and lenders to determine whether electronic signatures can be used



## 8. Client Sends Documents to Notary

- Mail for NH & VT with option for CT
- Electronic for CT & VT



## 9. Notary Notarizes Documents

- Notary should sign documents with wet ink

