

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



*This resource is intended as a basic guide to remote notarization processes as permitted under state emergency orders and/or rules. Please refer to <https://catic.com/covid-19-resources> for more information