



Rhode Island Remote Online Notarization Performance Guide

WHAT IS REMOTE ONLINE NOTARIZATION?



Remote Online Notarization (RON) is the process by which electronic documents are notarized where the signer and notary public are not physically in each other's presence but can communicate simultaneously using secure audio-video technology

A notary public performing Remote Online Notarization in Rhode Island must read and comply with the updated Standards of Conduct and the requirements of R.I. Gen. Laws Chapter 42-30.1.

BEFORE YOU BEGIN



Before performing your first Remote Online Notarization, you must do the following:

1. Apply or renew as a traditional RI commissioned notary public;
2. Read and understand the updated Standards of Conduct;
3. Contact one of the approved solution providers listed on our website and obtain their services for Remote Online Notarization;
4. Complete any training provided by the selected solution provider;
5. Register with the RI Department of State Notary Division to perform notarizations remotely by completing the Notary Public Information Update form and submitting it together with a copy of your digital stamp and digital signature issued by the solution provider; and
6. Await confirmation from the RI Department of State via email before notarizing remotely.

HOW TO PERFORM A REMOTE ONLINE NOTARIZATION

The document getting notarized can be a physical (paper) document or in electronic form. Follow the steps listed below to successfully perform a Remote Online Notarization ceremony.

1. The signer sends the document to the notary electronically.
2. The notary public opens the document provided by the signer in the approved solution provider on their computer and reviews the document with the signer to determine which notarial act is required.
3. The notary public begins recording the notarization process using the approved solution provider. The recording must be kept by the notary public for at least ten (10) years.
4. The notary public satisfactorily identifies the signer. In most instances, the notary will use the following methods:



- A **driver's license** or **ID** issued by the RI DMV or another state's DMV, **passport**, or **military ID**; and

- **Knowledge Based Authentication (KBA)** facilitated by the solution provider to prove the signer's identity through a series of computer-generated questions only the signer would be able to answer.

5. The signer signs the document on the computer using their electronic signature.
6. The notary signs and completes the notarial certificate and attaches it to the document through the electronic application.
7. The notary affixes their electronic notary stamp.
8. The notary completes their electronic journal entry, stating they used RON.
9. The notarized document is sent to the signer or designated party/parties who may then download or transmit the document.

IF YOU ARE USING REMOTE ONLINE NOTARIZATION ON A PAPER DOCUMENT PLEASE CONTINUE USING THE STEPS BELOW:

1. The signer, within full view of the notary public, physically signs the document.
2. The signer mails the signed document to the notary public within 30 days of the remote online notarization.
3. Upon receipt of the mailed, signed document, the notary public completes the notarial certificate and affixes his or her official stamp. The date/time of the signing is the time the audio/visual recording of the notarization was taken.



IF THE SIGNER IS LOCATED OUTSIDE THE BOUNDARIES OF THE STATE OF RHODE ISLAND, THE NOTARY MUST ALSO ENSURE THE FOLLOWING:

1. The record is intended for filing with or relates to a matter before a court, governmental entity, public official, or other entity subject to the jurisdiction of the United States; or involves property located in the territorial jurisdiction of the United States or a transaction substantially connected to the United States; and
2. The notary public has no actual knowledge that the act of making the statement or signing the record is prohibited by the laws of the jurisdiction in which the remotely located individual is physically located.

FREQUENTLY ASKED QUESTIONS



Is Remote Online Notarization the same as Electronic Notarization?

Both Remote Online Notarization and Electronic Notarization are processes by which documents are notarized in a digital form using tamper-evident technology. Remote Online Notarization accomplishes this by allowing a signer who is not in the presence of the notary to communicate with the notary using audio-video technology. Electronic Notarization involves the notary and signer physically being in each other's presence.

What kind of technology do I need to perform remote notarizations? Can I use video chatting software such as Zoom or FaceTime?

You will need a computer with audio-visual capability as well as a subscription to an approved Remote Online Notarization solution provider. You and the signer will also need Internet connectivity. The approved solution provider is required because it provides a secure and safe method to perform remote notarizations. You may not use software or apps such as Zoom or FaceTime.

Do I need training or have to take a test?

You do not have to take a test; however, you must read the restated Standards of Conduct and complete any training provided by the solution provider you select before notarizing remotely.

Can I remotely notarize a paper document?

Yes, you may notarize a paper or tangible document. The signer must send you the document electronically before you begin the notarization process. The signer must also send you the physically signed document within 30 days of the remote notarization so you can complete the certificate and affix your inked notary stamp.

Will the remotely notarized document be accepted everywhere? Is it legal?

Rhode Island notary laws include reciprocity. Therefore, the notarization should be accepted. It is legal pursuant to R.I. Gen. Laws and the Standards of Conduct. As a precaution, the signer should contact the receiver of the document to ensure they will accept the document if it was remotely notarized.

Can I charge my customers more for a remote notarization?

The maximum fee for any notarial act is \$25, whether the notarization is performed in person or remotely.