

REMOTE NOTARY SERVICES

Governor Janet Mills signed Executive Order 37 FY 19/20 on April 8, 2020, which authorized notary services to be provided remotely. The City Clerk's Office staff may provide remote notary services by appointment through the Zoom videoconferencing platform, to allow each session to be recorded. For Wills and Powers of Attorney, at least one witness must be an attorney licensed to practice in the State of Maine.

1. Before Remote Session.

- a. The Notary and any witnesses must be provided with a copy of the document prior to the signing.
- b. The Signatory (person signing the document to be notarized) must arrange for any required witnesses by sending the names/contact information of such witnesses to the Notary in advance of the meeting.
- c. The Notary will send a Zoom meeting invite to the Signatory and any witnesses.

2. At Start of Remote Session.

- a. The meeting must be recorded by the Notary.
- b. The Notary and Signatory must complete the payment transaction.
- c. The Signatory must:
 - i. Present valid photo identification to the Notary
 - ii. Attest to being physically located within Maine
 - iii. State the name of the county in which he/she is located
 - iv. Show by camera the entire space in which the Signatory is located
- d. The Notary must:
 - i. Attest to being physically located within Maine
 - ii. View by camera the entire space in which the Signatory and any witness is located
- e. Each witness must:
 - i. Present valid photo identification to the Notary
 - ii. Attest to being physically located within Maine
 - iii. Show by camera the entire space in which the witness is located
- f. Any other person located in any room in which the Notary, Signatory or Witness is present must:
 - i. State their name while on camera

3. Signatory.

- a. The Signatory must state what document he/she is signing.
- b. The camera must be situated so that the Notary/witnesses can observe the Signatory as he/she signs and initials the document.
- c. Each page must be shown to the Notary/witnesses before the Signatory signs or initials.
- d. Each page must be initialed by the Signatory.
- e. The Signatory must scan/send an electronic version of the entire document to the Notary and any witnesses within 24 hours of signing. The electronic version must be legible. A legible cellphone photograph of each page of the entire signed document may serve as the electronic

version of the document required by this section.

4. Obtaining Other Signatures.

- a. If 1 witness required:
 - i. The Signatory must send the original document to the witness within 48 hours of the video session.
 - ii. The witness must sign (use date/time of video session) and submit original document to Notary within 48 hours.

- b. If 2 witnesses required:
 - i. The Signatory must send the original document to the first witness within 48 hours of the video session.
 - ii. The first witness must sign (use date/time of the video session) and submit the original document to the second witness within 48 hours.
 - iii. The second witness must sign (use date/time of video session) and submit original document to Notary within 48 hours.

- c. If no witnesses required:
 - i. The Signatory must send the original document to the Notary within 48 hours of the video session.

- d. Once received by the Notary:
 - i. Notary must sign/date (use date/time of the video session) within 48 hours using the statement *“Notarized (and/or Witnessed) remotely, in accordance with Executive Order 37 FY19/20”*
 - ii. Keep the recording of the video session for 5 years
 - iii. Notary will mail the original document to the Signatory

Please be advised that the City cannot waive any of these requirements.