

STATE OF MARYLAND

EXECUTIVE DEPARTMENT

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SUSAN C. LEE
SECRETARY OF STATE

REMOTE NOTARY NOTIFICATION FORM FOR REMOTE NOTARIAL ACTS ON TANGIBLE RECORDS (NOT REQUIRING A REMOTE ONLINE NOTARY VENDOR)

Name as commissioned _____

Expiration date _____

County of Commission _____

Current Home Address, City, State, Zip Code

Current Email Address _____

Current Business Phone Number _____

**this phone number is public information that will be made available online*

I, _____, Notary Public for the State of Maryland, intend to perform notarial acts facilitated by communication technology.

I, _____, understand that I must have personal knowledge under State Government Article, § 18-206(a), Annotated Code of Maryland of the identity of the remotely located individual or have satisfactory evidence of the identity of the remotely located individual by verification on oath or affirmation from a credible witness appearing before and identified by the notary public under State Government Article § 18-206(b) of the Maryland Revised Uniform Law on Notarial Acts or as a remotely located individual under § 18-214 of the Maryland Revised Uniform Law on Notarial Acts in order to perform a remote notarial act for a tangible record.

My electronic signature below acknowledges my understanding that:

- I must have personal knowledge of the identity of the remotely located individual or have satisfactory evidence of the identity of the remotely located individual by verification on oath or affirmation from a credible witness appearing before and identified by the notary public in order to perform a remote notarial act for a tangible record.
- I must abide by all of the laws and regulations concerning notarial acts in the State of Maryland.
- I may NOT charge more than \$25 for each remote online notarial act using audio-visual communication technology.
- I must create an audio-visual recording of the performance of the notarial act.

- I must retain the audio-visual recording created for a remote notarial act for a period of at least 10 years after the recording is made.
- I may not complete a remote notarial act on a tangible record that is sent to me later than three days after the notarial act was performed.
- I must reasonably confirm that a tangible record is the same record in which the remotely located individual made a statement or on which the individual executed a signature.
- I must ensure the declaration signed by a remotely located individual complies with and is substantially similar to language found in State Government Article, § 18-214(c) and (d), Annotated Code of Maryland and that I attach a certificate that complies with State Government Article, § 18-215, Annotated Code of Maryland.

Signature of notary: _____ Date: _____

Email a copy of your current Maryland notary commission with this form.

Email a completed form and a copy of your current **Maryland** notary commission to the Secretary of State:
remotenotary.sos@maryland.gov