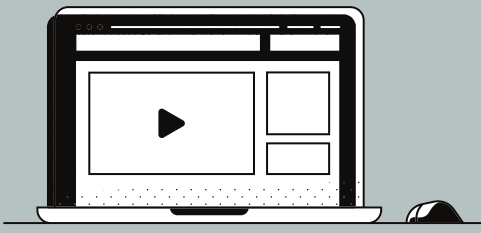


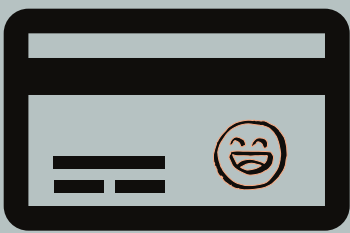
HOW TO E-NOTARIZE

Executive Order 202.7 Authorizes Notary Services via Audio-Visual Technology. To view the full Executive Order, click [here](#).



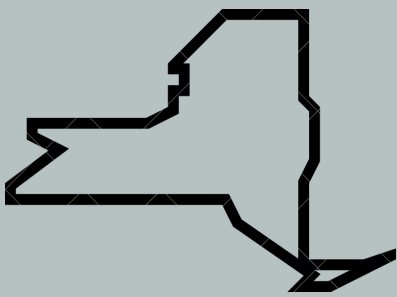
1

Set up a video conference allowing for direct, live interaction between the Person and the Notary.



2

The Person must present valid photo ID to the Notary.



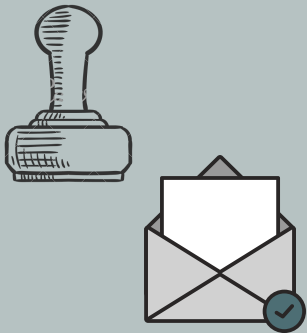
3

The Person must affirmatively state that they are present in the State of New York.



4

The Person must then sign and on the same date, e-mail or fax the document to the Notary.



5

The Notary may then notarize the e-mailed or faxed copy and send it back to the Person.



6

If a fully executed original is needed, the original and e-notarized documents must be sent to the Notary within 30 days. The Notary may then notarize the original using the e-notarization date.