



# How to E-Notarize In Six Easy Steps\*

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, email or fax document to the notary.



5

The notary may then notarize the emailed 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.



\*In response to the COVID-19 emergency, the Governor has issued EO No. 202.48 authorizing notary services via audio-video technology.

Refer to the full [Executive Order](#), which was extended through November 3, on the NYS website.