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 October 4, on the NYS website.