



## REMOTE NOTARY NOTIFICATION FORM

Name as commissioned \_\_\_\_\_

Expiration date of commission \_\_\_\_\_

County of Commission \_\_\_\_\_

I, \_\_\_\_\_, Notary Public for the State of Mississippi, will be performing notarial acts facilitated by communication technology, as provided for in the Governor's Executive Order No. 1467.

I will be using technology for notarial acts facilitated by communication technology provided by \_\_\_\_\_ (insert vendor name).

I certify that the above-named vendor's technology meets the requirements set forth in the Governor's Executive Order No. 1467 authorizing remote notarizations.

**My submitting this form by email, I acknowledge my understanding that:**

1. I must abide by all of the laws and Rules concerning notarial acts in the State of Mississippi.
2. The technology vendor I have chosen allows me to view and hear remotely-located principals in real time; verify principals' identities pursuant to Executive Order 1467; and record the entire notary transaction.
3. I must notify the Office of the Secretary of State if I change technology vendors.
4. I may NOT charge more than \$30 for each remote online notarial act using audio-visual communication technology, which includes the \$5 that may be charged when performing an in- person notarial act.

**INSTRUCTIONS:** You may fill the form by pen if you have the ability to print, scan, and email. If you do not have the ability to print, scan, and email, the form is fillable. Please fill out the form online and save as a PDF, then email to us. You must email the form to [remotenotary@sos.ms.gov](mailto:remotenotary@sos.ms.gov).