




Remote Online Notarization Vs. Remote Ink-Signed Notarization			
	 Traditional Notarization	 RIN	 Remote Online Notarization
1. DOCUMENT FORMAT	Requires a physical paper document with an original written signature.	Requires a physical paper document with an original written signature but may also require an additional electronic copy of the document to be sent to the Notary.	The document usually must be in an electronic format, although some states allow paper documents to be signed and notarized using RON.
2. MEETING WITH THE NOTARY	The signer and Notary meet face-to-face in person.	The signer and Notary “meet” online and communicate using videoconference solutions such as GoToMeeting, Microsoft Teams, WebEx or Zoom. Some states require signers and Notaries to attest to their location during the notarization.	The signer and Notary “meet” online and communicate using audiovisual technology such as a dedicated RON platform.
3. IDENTIFYING THE SIGNER	The signer must personally know or present satisfactory proof of identity to the Notary, typically an identification document such as a driver’s license or one or more credible witnesses who know the signer personally and can vouch for the signer’s identity.	The signer must be identified through a process approved by the state. Examples may include the Notary’s personal knowledge of the signer, remote presentation of an ID document to the Notary, or the oath/affirmation of a credible witness participating in the RIN.	Signers generally are identified through a combination of two or all of the following: knowledge-based authentication (KBA); credential analysis; remote presentation.
4. SIGNATURES AND SEALS	The signer signs the paper document in pen and ink. The Notary completes the notarial certificate wording, signs the certificate with pen and ink and affixes an image of their physical official seal.	<p>The signer physically signs the paper document while the Notary watches remotely using audiovisual communication. The signer then signs the document and faxes or electronically transmits it to the Notary during the video conference. The Notary prints out the document received from the signer, completes the Notary certificate in pen and ink and affixes a physical seal, then faxes or electronically transmits the notarized document back to the signer during the video conference.</p> <p>Some states also allow the signer to physically mail the original signed paper document to the Notary within a certain time period after the RIN is completed. Once received, the Notary is authorized to notarize the original document using the date the RIN video conference took place and then mail the original back to the signer.</p>	In most cases, the customer signs the electronic document with an electronic signature. The Notary signs the notarial certificate with an electronic signature and affix their electronic seal.
5. NOTARY JOURNAL ENTRY	The Notary writes a record of the notarization in a bound, paper journal or in some states, an electronic journal.	The Notary records a journal entry for the RIN, noting in the journal that the notarization was performed using video conference technology. The Notary should also make a recording of the entire RIN audiovisual conference, create a back up of the recording, and securely store both to protect the signer’s privacy. Some states have additional recordkeeping requirements.	The RON platform creates an electronic journal entry for the notarization. The notarization is recorded using audiovisual technology. The Notary must securely store the recording, along with any other journal information required by state law.