



NOTES *For* NOTARIES

BY CITY LYFE INC.

BECOME A RESOURCE TO YOUR COMMUNITY BY: **BECOMING NYS LICENSED NOTARY**

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ABOUT US

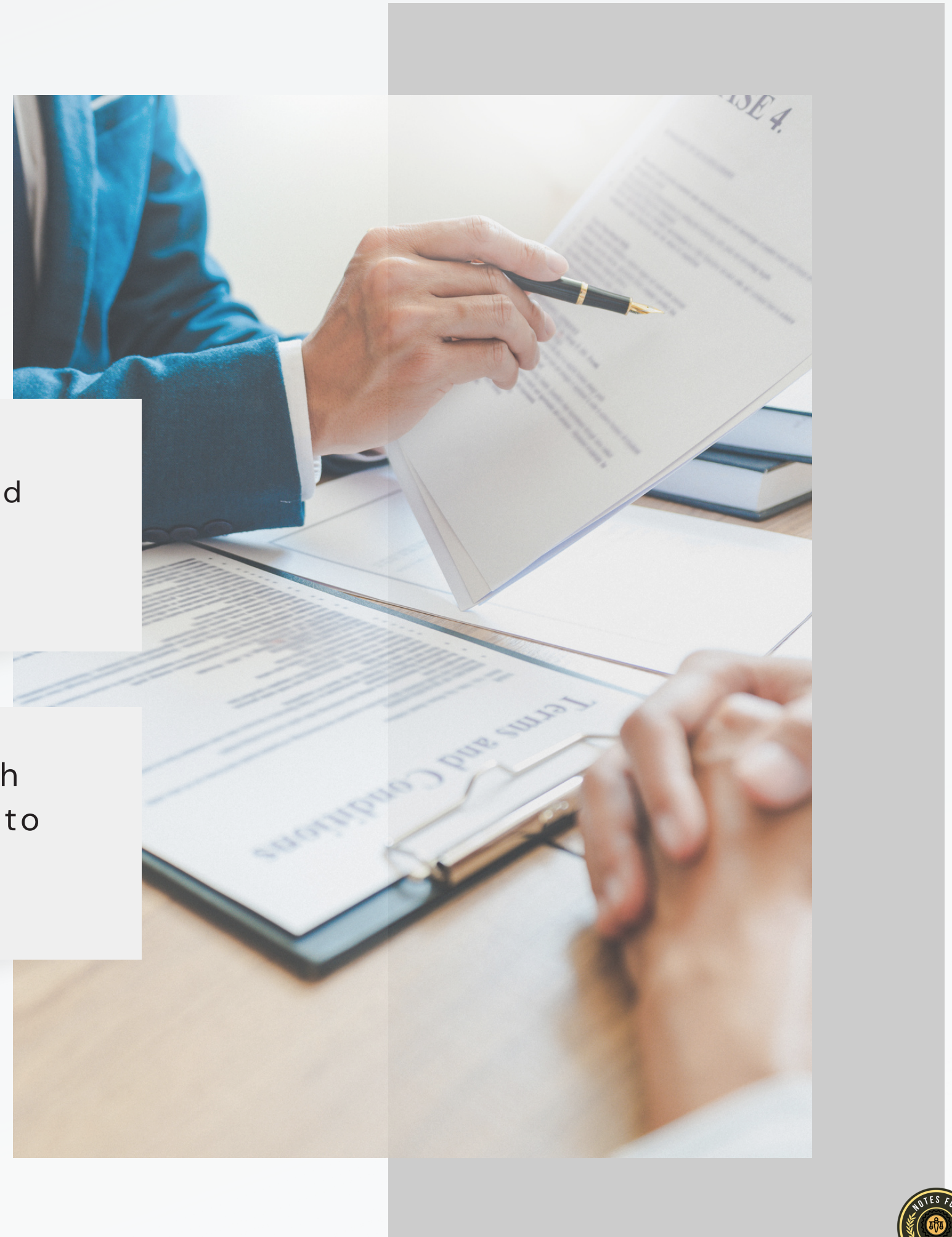
NOTES FOR NOTARIES BY CITY LYFE INC.



Notes for Notaries by City Lyfe was designed to help provide a **convenient, fast, and proficient** notary and semi-clerical services to our community members during Covid 19. Since date we have connected with over 10,000 NYC residents.



As we continue our journey we hope to establish a professional relationship with the community to gain a reputation that represents honesty and integrity.



WHAT WE DO



For many NYS Licensed Notary Public, the city is where the heart of our services lies. To ensure our services meets our communities needs we participate in weekly & monthly meetings to network and build individual notarial services.



When you participate in a Notes for Notaries meeting we remind each other of the importance of maintaining character & integrity while assisting those in need of a document acknowledgement & more.



WHAT IS A NOTARY PUBLIC?

Notary Publics



- are "commissioned" (i.e., licensed) by the Secretary of State
- to serve as an impartial witness for documents that requires safeguarding with the appropriate state regulated notarial tools
- screen the signers to confirm signers true identity, their willingness to sign without duress or intimidation, and their awareness of the contents of the document or transaction

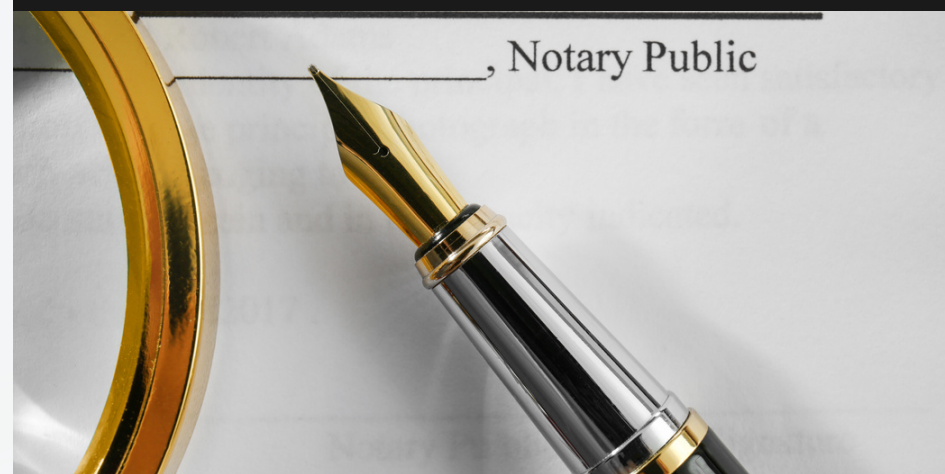
- administering oaths and affirmations;
- taking affidavits and depositions;
- receiving and certifying acknowledgments or proof of such written instruments as deeds, mortgages and powers of attorney; and;
- demanding acceptance or payment of foreign and inland bills of exchange, promissory notes and obligations in writing, and protesting the same for non-payment
- banks, law offices and other institutions which deal in financial or real property transactions employ individuals who are commissioned as Notaries Public.

What they do?



TYPES OF NOTARIZATION?

Examples



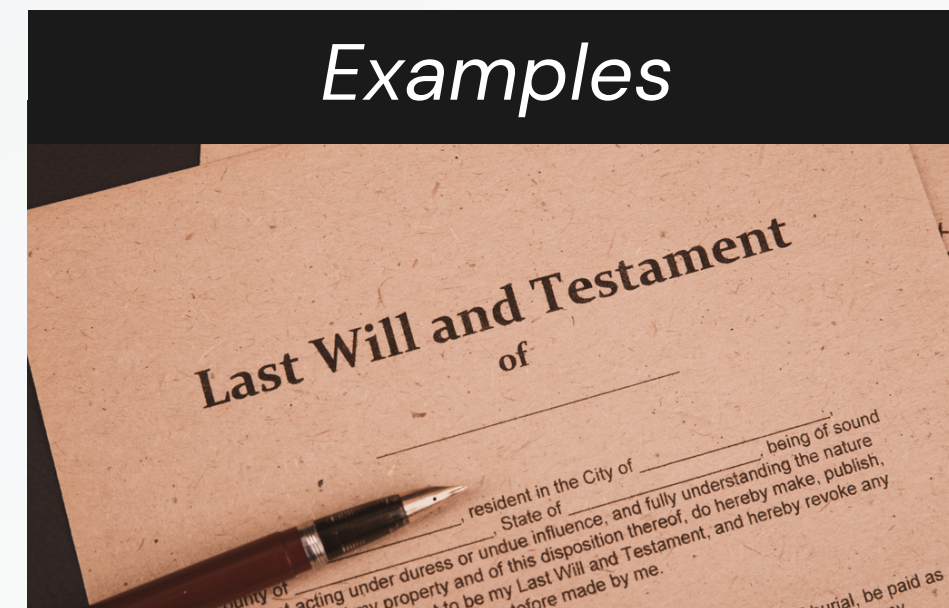
General Acknowledgments and Jurats such as;

- Oaths of Office
- Pension & Retirement Forms,
- Dispositions
- eMedNY/MEDICAID MANAGEMENT INFORMATION SYSTEM,
- Name Change
- Domestic Partnerships
- Divorce
- Prenuptial Agreement

Service Documents such as;

- Apostille
- Loan Signing
- Power of Attorney
- Wills
- Loan Signing
- Deeds
- Trust

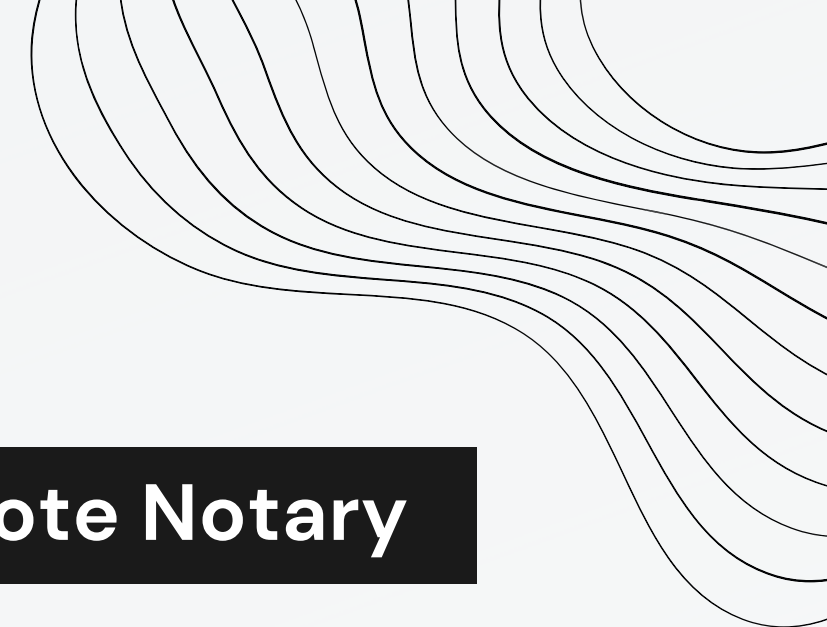
Examples



THINGS WE JUST “DON’T” DO

- Notarize our own documents.
- Notarize documents where we are considered to be an interested party.
- Notarize incomplete documents.
- Notarize documents for individuals not present or using appropriate platforms for request.
- Notarize document without including date or back dating.
- Notarize the document without confirming signers identity to secure appropriate signature.
- Notarize original official documents such as; birth certificates, marriage license, death certificates, and more.
- Notarize digital or physical copies of documents without comparing originals.
- Use or share requestors records unless requested via court subpoena.

TYPES OF NOTARY:



Notary Public

- must be commissioned by the state for the county where you live in or have a operable place of business,
- requires a background check.
- requires E&O insurance
- normally conducted by court officials, lawyers, bank administrators and clerical workers for company office use, (paid hourly or salary rate to perform service).
- handle confidential materials.
- required to perform any notary service.

Loan Signing Agent

- requires general notary requirements
- requires loan signing training courses to ensure knowledge of loan signing documents such as mortgage, deeds, promissory notes and more.
- work as an independent service provider or with contractors.
- travel to a customer's home or office to perform notarizations.
- personalized service, allows you to charge separate fees for your travel, office supplies, printing or other non-Notary services.

Travel Notary

- requires general notary requirements
- independent service provider
- travel to a customer's home or office to perform notarizations.
- personalized service, allows you to charge separate fees for your travel, office supplies, printing or other non-Notary services.

Title Signing Agent

- requires general notary requirements
- work as an independent service provider or with contractors.
- work in office for title signing agency.
- travel to a customer's home or office to perform notarizations.
- personalized service, allows you to charge separate fees for your travel, office supplies, printing or other non-Notary services.

Remote Notary

- requires general notary requirements
- requires online license,
- requires Basic Assurance Digital Certificate Voucher
- requires online seal
- requires an approved platform to provide service (as per state regulations)

Apostille

- requires general notary requirements.
- requires certification with County Clerks Office and Apostille Office prior to being used internationally.
- work as an independent service provider or with contractors.
- travel to a customer's home or office to perform notarizations.
- personalized service, allows you to charge separate fees for your travel, office supplies, printing or other non-Notary services.



BECOME A NOTARY.

Requirements



Qualifications:

- USA Citizen
- NYS Resident or Place of Business
- Good Standing Character
- Take an Oath of Office.

- Sign Up or Walk In to take the state mandated test.
Pay for
- \$15 - Written Exam
- \$60 - Initial Application
- \$10 - Change of Personal Name and/or Address (No fee is required if a name change is the result of a change in marital status)
- \$10 - Duplicate License/Registration Request
- \$60 Renewal

Requirements



ABOUT THE TEST

The exam is multiple choice.

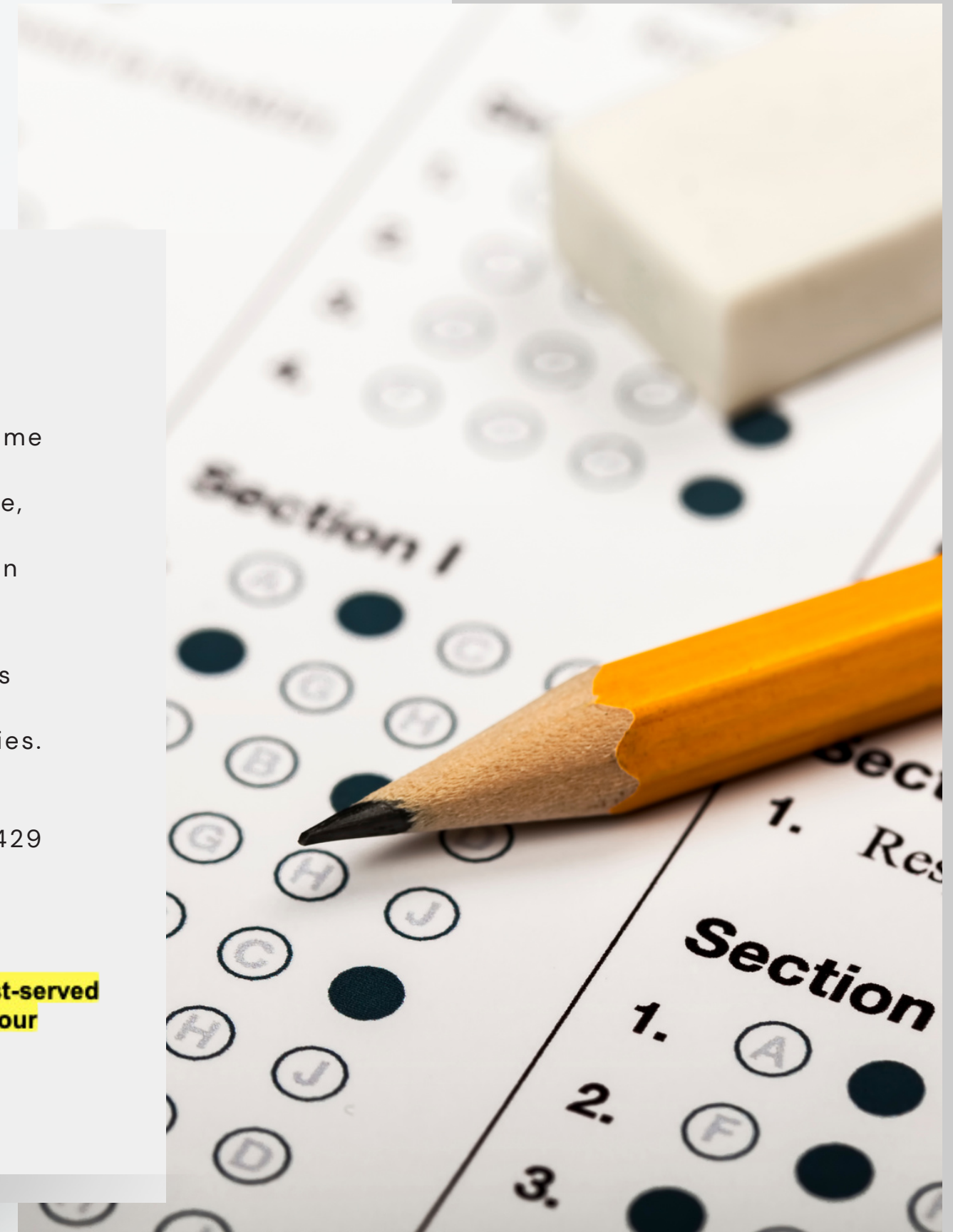


Exam topics Include:

- License law, general terms, and information related to the duties and functions of a notary public, as outlined in the "Notary Public License Law" booklet available from the Division of Licensing Services.
 - Applicants will be allowed 1 hour to complete the exam. The allotted time begins at the conclusion of the instructions.
 - This exam is offered in the following languages: Spanish, Haitian-Creole, Italian, Korean, Russian, and Chinese.
 - If you wish to take the exam in one of these languages, please notify an exam proctor when you report to the exam center.
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- You may contact the Exam Unit with questions by emailing us at exams@dos.ny.gov.
 - Exams may be canceled due to weather conditions or other emergencies. If hazardous weather conditions exist in your area, you may check the Examination Cancellations and Office Closures page of the Division of Licensing Service's website. the Department of State's call 518-474-4429 to check for exam cancellations (Please do not call the exam centers listed below)

EXAM SITES, DATES AND TIMES:

Note: No pre-registration is required. Seats are limited and assigned on a first-come/first-served basis. Dates and times are subject to change. Before traveling to your exam, please visit our website for the most up-to-date schedule.

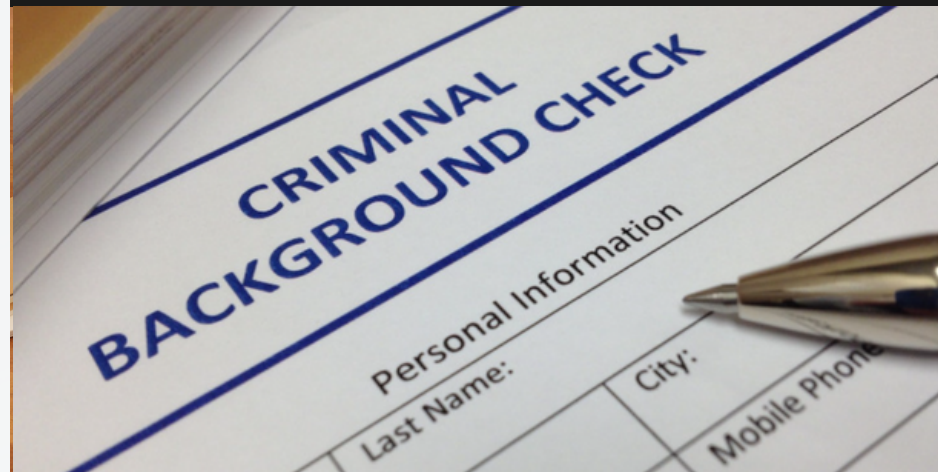


Walk-In: Plan ahead: visit the <https://dos.ny.gov/notary-public> for upcoming locations with available dates.



TOOLS

Back Ground Check



- \$40-\$100 Background Check
- A background check covers 10 years of federal, state and county records. In some states, the background screening only goes back to the last seven years.

- \$50-\$300 E&O Insurance
- E&O Insurance or Errors & Omission Insurance Protects you financially should you be sued for making an unintentional mistake or if a false claim is filed against you.

E&O Insurance



NEW YORK

\$25,000 4-Years E&O Insurance

Protect yourself for the length of your Notary commission term.



TOOLS

Stamp



- \$30-\$40- Stamp
- A notary stamp is an official seal issued by the Secretary of State of New York on behalf of the Governor. The stamp must be used to authenticate documents that are used for legal purposes. This includes contracts, deeds, wills, affidavits, and other documents used in court proceedings.

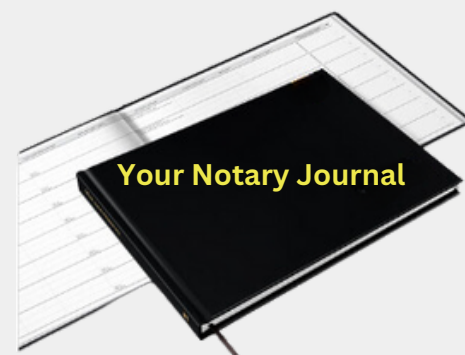
- \$30-\$40-Seal / Embosser
- Notaries use an embosser in addition to their stamps for extra fraud protection. Notaries are advised to keep their seal in a secure location when not in use.

Seal



TOOLS

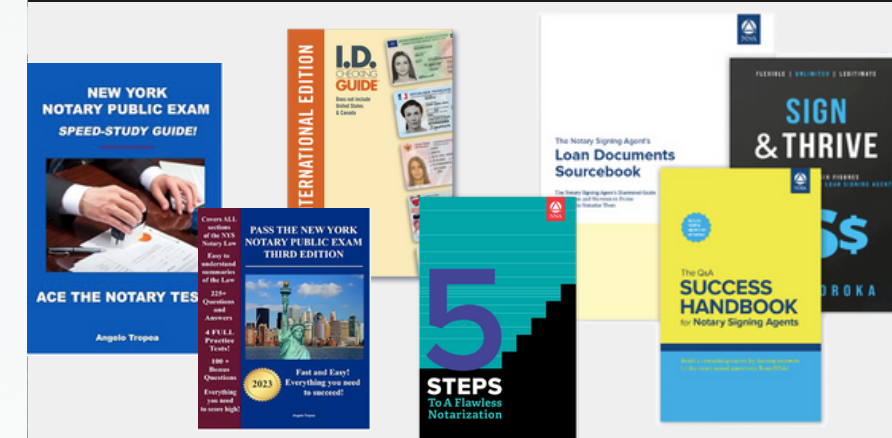
Stamp



- \$5-\$60-Log Book
- One of the most important things you can do as a Notary is keep a journal of your official acts. A journal record shows your care for proper procedures, protecting you from false claims of misconduct.

- \$15-\$90 Notary Tip Book
- New York Notary Public Exam Speed-Study Guide!
- New York State Notary Public Study Guide and Exam Prep 2023-2024: Most Comprehensive and Up-to-Date Guide with 6 Practice Tests!
- NSA Success and Growth Bundle
- I.D. Checking Guide, International, 15th Edition

Notary Tip Books



TOOLS

Digital Certificate



- \$80-\$100 Digital Certificate Basic Assurance
- Digital Certificate Voucher A digital certificate provides security for electronic documents and is tamper evident, as required in most states.

- \$20 Electronic Notary Stamp
- Electronic Notary Stamp An eNotary seal is a must for completing most electronic notarizations and remote online notarizations. As soon as you receive your electronic Notary seal, you can use it for the duration of your commission.

Electronic Seal



REFERENCES

- National Notary Association ,
[Nationalnotary.org/new-york/become-a-notary](https://nationalnotary.org/new-york/become-a-notary)
- New York State Department of License,
[Dos.ny.gov/notary-public](https://dos.ny.gov/notary-public)

A NOTE FROM A NOTARY NEAR YOU



As a **NYS Licensed Notary Public**, I have found great pleasure in providing fast, convenient, and proficient services to NYC residents and visitors.

Becoming a Travel Notary has allowed me to

- earn more and create my own schedule.
- learn more about our city and its community needs.
- practice honesty and integrity while handling confidential information.

For the past year and a half, Notaries like you and I have gathered to discuss document preparation, marketing, and more.

On **1st Monday of each month**, we meet at **7pm for Free** via **Zoom**.

-Jamila Carmen Salmon



JOIN A MEETING.

THANKS FOR SHARING.

