

CALL SCRIPT for MARYLAND

[Note: This call script is provided as a helpful suggestion for Maryland. Feel free to adjust the wording so it fits your personal style.]

Call Script - Initial Welcome & Acknowledgment

Hello, my name is _____.

I'm a commissioned REMOTE ONLINE NOTARY in the **state of MARYLAND**. I AM AUTHORIZED to perform remote online notarizations for DOCUMENTS USED NATIONWIDE.

Before we begin, do you ...

1. **UNDERSTAND AND CONSENT** to having this notarization conducted remotely today in [notary's state]?
2. And do you understand that this **NOTARIZATION WILL BE RECORDED**?
3. Are you participating in today's notarization of your own **FREE WILL**?
4. **Do you UNDERSTAND THE CONTENTS** of the document you are about to sign?

When Adding Signatures

Do you agree to use an electronic signature to sign the document?

Do you understand and agree that by signing the document, you legally bind yourself to the terms of the document?

When Performing A Verification on Oath or Affirmation/Jurat-Type Notarization

Since this notarization requires you, the signer, to be truthful, I will need to administer an oath or affirmation to you. You will be asked to swear to a divine being or affirm on your own honor.

Please raise your right hand so I can see it in the camera.

Do you solemnly SWEAR OR AFFIRM under penalties of perjury and upon personal knowledge that the statements made in this document are true to the best of your knowledge or belief? DO YOU SWEAR OR AFFIRM?

You may put your hand down.

When Performing An Acknowledgment-Type Notarization in An **Individual Capacity**

With an Acknowledgment-type notarization in an **individual capacity**, the signer "acknowledges to the notary that his/her signature was made willingly for the purpose(s) stated in the document".

If the signer presents the document "**unsigned**", then you, the notary, will witness the signer signing the document and administer the verbal declaration, "**Are you signing the document willingly for the purposes stated within the document?**"

If the signer presents the document "**already signed**", the notary issues the verbal declaration, "**Is this your signature and did you sign the document willingly for the purposes stated within the document?**"

When Performing An Acknowledgment-Type Notarization in A **Representative Capacity**

With an Acknowledgment-type notarization in a **representative capacity**, the representative/signer signing on behalf of the company or organization “acknowledges to the notary that his/her signature was made willingly for the purpose(s) stated in the document”.

If the representative/signer presents the document “**unsigned**”, then you, the notary, will witness the representative/signer signing the document and administer the following verbal declaration, **“Are you signing this document willingly on behalf of _____ company/organization for the purpose(s) stated within the document?”**

If the representative/signer presents the document “**already signed**”, then you, the notary, will administer the following verbal declaration, **“Is this your signature and did you sign the document willingly on behalf of _____ for the purposes stated within the document?”**

When Performing Witness or Attest A Signature-Type Notarization

Witness or Attest A Signature-Type notarization is performed when a signer presents the notary with a document that has “no notarial wording (no certificate) on it” and does not specify another type of notarization. The notary ‘**affixes**’ a loose certificate to the document.

If the document is NOT already signed, the notary witnesses/observes the signer signing the document. [The notary directs the signer to sign on the signature line. If the signature line is not present, the notary can insert a signature line or affix the certificate that includes the signature line.]

If the document is already signed, the notary administers the following verbal declaration: “Is this your signature?” The signer attests his/her signature to the notary by responding “yes”.

When the Document is Complete

“Perfect! We are all set with the signing. Let me take a couple of moments to look everything over to make sure there are no blanks and that everything is filled out correctly. I invite you to do the same.”

“We are all set. Do you have any questions about the notarization?”

[Note: If payment is not complete, you may want to discuss payment procedures at this time.]

“You will receive a copy immediately after this session and can retrieve your documents anytime by logging back into BlueNotary.”

“Thank you for choosing _____ [your name or company name] for your remote online notarization needs.”

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