# Online Notarization Procedure

To ensure a quick and secure notarization, please follow these steps. If you have any questions, please contact us via our email rickg@Indiananotaryservice.com

## Step 1: Schedule Your Appointment

1. **Visit our scheduling page**: choose a date and time that works best for you.
2. **Provide Contact Information:** Fill in your name, email address, and phone number and other information when prompted.
3. **Identify the Document:** In the information section, briefly describe the document you need notarized (e.g., *Power of Attorney*, *Affidavit, Quit Claim Deed)*IMPORTANT*
4. **Confirmation:** You will receive an email confirmation with your scheduled appointment time and a link for the video conference after scheduling your session.

## Step 2: Prepare and Upload Your Document

1. **Format:** Ensure your document is complete, unsigned, and saved as a **PDF file**.
   - *Important: Do not sign the document before the appointment. You must sign it electronically in the presence of the online notary.*
2. **Upload:** Use the secure upload button on our scheduling page to upload the final PDF document.
3. **Review:** The notary will review the document before your meeting to ensure it is ready for notarization.

## Step 3: Prepare for the Video Meeting

1. **Technology Check:** Test your camera, microphone, and internet connection on the device you plan to use for the meeting (laptop or desktop is recommended).
2. **Location:** Find a quiet, well-lit, private area where you can focus on the process without interruption.
3. **Gather ID:** Have your **valid, government-issued photo ID** ready.

## Step 4: Attend the Notarization Session

1. **Join the Call:** At your scheduled time, click the video conference link from your confirmation email.
2. **Identity Verification:** You will begin by verifying your identity using your ID and uploading a picture and  you will also need the last four digits of your social security number. You will have to successfully answer 5 KBA questions only you would know to pass verification.
3. **Document Review & Oath:** The notary will confirm the document you are signing and, if required, administer an oath or affirmation.
4. **Electronic Signing:** The notary will guide you through the process of electronically signing your document on screen.
5. **Notary Seal:** The notary will then electronically apply their signature and seal to the notarial certificate.

## Step 5: Receive Your Notarized Document

1. **Download:** Immediately after the session concludes, you will be able to download the tamper-proof**, electronically notarized PDF document**.
2. **Security:** This document contains digital security features to ensure its authenticity and integrity.