

# HOW TO **E-NOTARIZE\*** in 6 EASY STEPS

1

Set-up a video conference allowing for direct, live interaction between the Person and the Notary.



The Person must present valid photo ID to the Notary.

2

3

The Person must affirmatively state that they are present in the State of New York.



The Person must then sign, and on the same date, e-mail or fax document to the Notary.

4

5

The Notary may then notarize the e-mailed or faxed copy and send it back to the Person.



If a fully executed original is needed, the original and e-notarized documents must be sent to the Notary within 30 days. The Notary may then notarize the original using the e-notarization date.

6

\*In response to the COVID 19 emergency, the Governor has issued EO No. 202.7  
**AUTHORIZING NOTARY SERVICES VIA AUDIO-VIDEO TECHNOLOGY**

To view the full Executive Order or for more information, visit:

[www.trialacademy.org](http://www.trialacademy.org)