

Life As A Remote Notary: Tips From A Pro



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Owner, Lady Scott Enterprises

Life As A Remote Notary: Tips From A Pro

Owner, Lady Scott Enterprises, LLC

- LSE officially a business in February 2016
- Notary Signing Agent since 2012
- Business Office located in Richmond, VA since December 2017
 - NSA
 - Electronic Notary Public (Notarize)
 - Mobile Notary
 - Fieldprint Vendor
 - Virtual Assistant
 - C.A.M. & Friends

• So What's New?

- Commercial Mail Receiving Agency (AnyTime Mailbox)
- Personal Concierge Services
- Certified Travel Agent
- LSE Training School



Oh, The Places You'll Go!

- **Began Career in Criminal Justice in 2008**
 - **Jail Officer (2008-2010)**
 - Housing Unit Security
 - Records & Classification
 - Transportation
 - **Master Deputy Sheriff (2010-2018)**
 - General Instructor
 - Field Training Officer
 - Courtroom/Judicial Security
 - Civil Process
 - Transportation/Extraditions
 - Central Control Operator
 - Unit Accreditation Liaison



Criminal Justice Instructor

- **Amelia-Nottoway Technical Center**
- Aug. 2018-present
 - www.amelianottowaytechcenter.com
- FBI Citizens Academy

Amelia Nottoway Technical Center



Leadership. Integrity. Technology.

Disclaimer

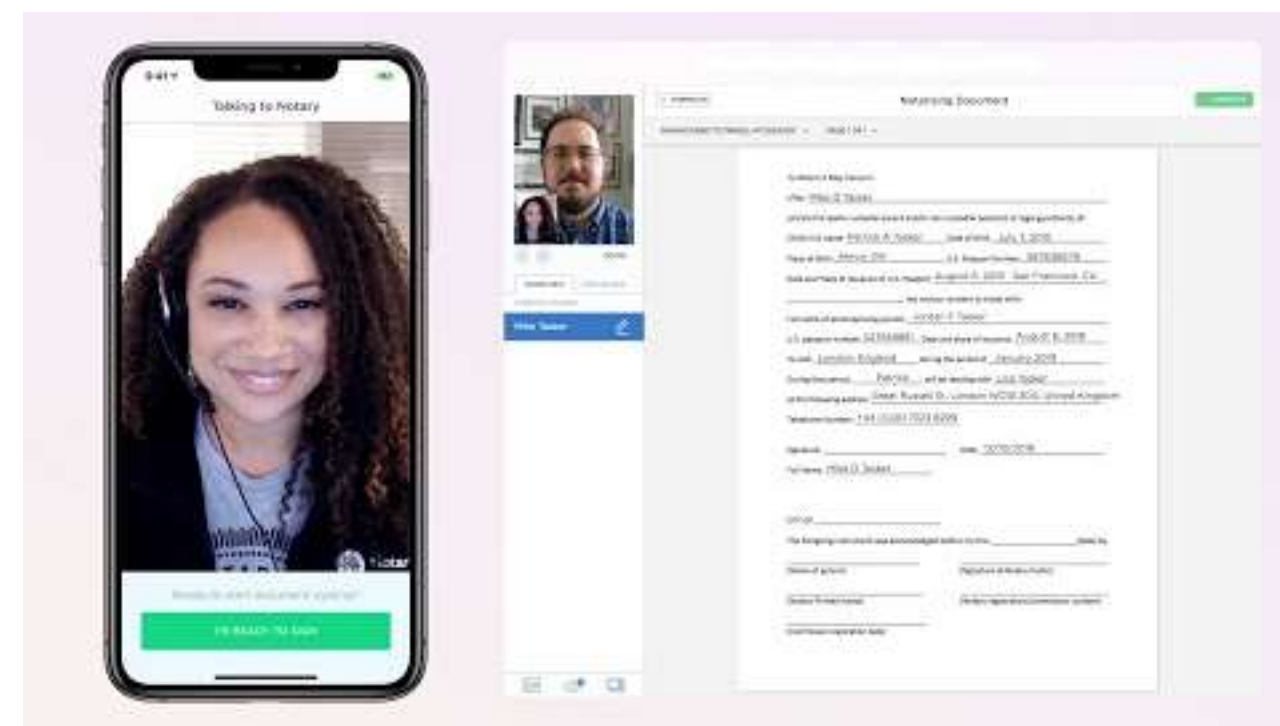
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Signature 

E-Notary Public vs. Remote Notary Public

- Signer meets Notary in person
 - Notary verifies I.D. of person
 - Document is signed/notarized electronically (usually via laptop)
 - Ex. Pavaso signing
- Signer & Notary meet over a secure platform via audio-video recorded session
 - I.D. is verified electronically
 - Document is signed and notarized electronically
 - Ex. Notarize

Much ado about NOTARIZE!!!





Much ado about NOTARIZE!!!

- Headquarters in Boston, MA
- Office in Fairfax, VA
 - Mortgage and Retail Notaries
- Remote Notaries
 - Retail and some Mortgage
- Other offices located in Texas and Nevada
- 24/7-365 Operation

Remote Online Notary (Notarize Independent Contractor)



- Work approximately 19 hours per week
 - Wednesday 8:00 P.M.-1:00 A.M.
 - Saturday 2:30 A.M.-7:00 A.M.
 - Sunday 2:30 A.M.-7:00 A.M.
 - Sunday 8:00 P.M.-1:00 A.M.
- Took approximately 1,101 calls in 2018

What do you need to get started as a Remote Notary?

- Notary Commission PLUS Electronic Notary Public Commission
- NNA Certification, Background Check, E&O Insurance
- Digital Certificate (Identrust)
- Digital Seal

What equipment do I need to get started as a Remote Notary?

- Office Space
 - Free from noise and distraction
 - Plain/Professional background
- Headset (Optional)
- Desktop/Laptop (maybe both)
- Internet Service w/ Fastest speeds (ex. Comcast/Verizon)
- Desk with plenty of space
- Comfortable Desk Chair
- Lighting
- Writing Utensils/Paper

What skill sets should I possess?

- Notary Law & Best Practices
- Company's Policies and Procedures
- Types of Notarizations (Ack., Jurat, Copy Cert., Oath)
- Positive/Open Mindset
- Customer service Skills
- Communication Skills
- Organizational Skills
- Technology Skills
- Computer Skills
- Patience
- Flexibility

Common Documents

- USPS Application for Delivery of Mail through Agent
 - <https://about.usps.com/forms/ps1583.pdf>
- US Dept. of State Issuance of a US Passport to a Minor
 - <https://eforms.state.gov/Forms/ds3053.PDF>

SCENARIOS

Be vigilant about Remote Online Notarization!!

- Practices in Remote Online Notarizations change everyday! You must be vigilant to keep up with the changes and to stay in the game!
 - Connect with other Remote Notaries via Social Media
 - Connect with your State Government
 - Continuing Education
 - **National Notary Association**
 - Common Documents
 - Company Policies/Procedure Changes
 - If permitted in your state, become an independent contractor with a company or begin doing them on your own! (research your state's requirements)

THANK YOU!!!!

Signature 

Questions?

Contact Information

Website:

www.ladyscottenterprises.com

Social Media:

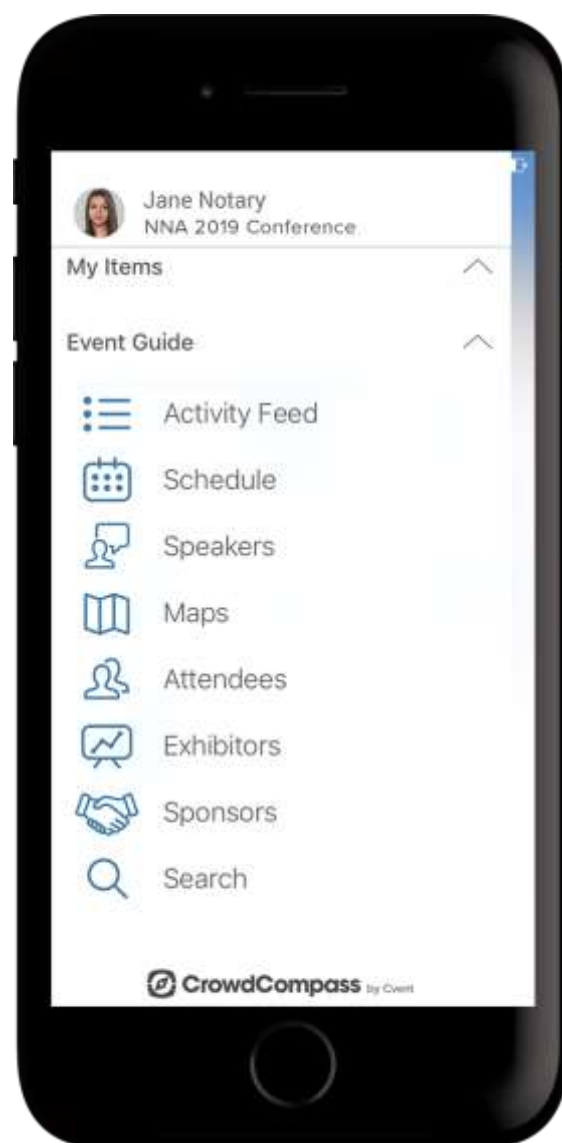
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