Logo, company name

Description automatically generated

**SAMPLE SCRIPT**

The following script is used by eNotaryLog’s internal team and conforms to Florida State law. This is intended for use ONLY in training scenarios and should be revised by your legal team before implementing in live notarizations. We strongly advise creating your own script that conforms with the legal standards in your state and best business practices for your organization.

**Greeting and Branding**

Good morning/afternoon/evening.

My name is (notary’s full name) and I am a commissioned electronic notary for the state of (state name).

Before we begin, I’d like to inform you that our audio/video session today will be recorded. Do I have your permission to continue? (Yes – continue with session/ No – end session)

Please state your full name(s) for the video recording.

(Name of Signer), because you are personally known to me, you were not required to complete identity verification for your notary session today.

**Process/Oath**

Q: Do you consent to (Name of state) law when it comes to your notarization today?

Q: Do you agree to use an electronic signature to sign your document(s) today?

Q: Do you confirm and attest that you are the named person on this document for which your signature is required today?

(Notary - Unlock Page) Today you will be signing the following documents presented on your screen (names of documents). By using the scroll bar, please review these documents and advise if all information included is correct and valid.

Q Do you understand the contents of the document in its entirety?

Q: Is anyone else currently in the room with you?

Yes – Make note that someone else was in the room

No – continue with notarization

I will now assign (you or name of signer if more than one) to begin signing the document. You will be prompted to enter in your PIN number before signing. All areas highlighted in (name of color) will need to be address by you. Please double click the signature area. You can choose to draw or type your name and acknowledge the signature to create. Once your signature is created, you will only need to double click the additional signature areas to apply your signature. (the same goes for initials).

**After Signer has completed signing:**

Q: Do you declare that the signature on this document is your own and that you have signed out of your own free will?

Since everything is correct and all signatures and information has been applied by the you, I will now apply my notary seal and complete the notarization process.

Q: Before I complete the notarization, do you have any questions?

Please give me a few moments to complete the process.

Now that I have completed the notarization, the session will be ended. We will be disconnected and no longer able to see or hear each other. **Do not close your web browser or leave the notary room.**  You must allow the documents and video to download and the session to end. Once the download is complete, your screen will display a Completed page. You can then close your web browser. You will receive an email with a link and pin code to access the document(s) and video recording.

It was a pleasure helping you today. Thank you for using (company name) and have a great rest of your day!

**Definitions**

**Oath -** Traditionally an oath is either a statement of fact or a promise with wording relating to something considered sacred as a sign of verity.

**Acknowledgement -** In law, an acknowledgment is a declaration or avowal of one's own act, used to authenticate legal instruments, which may give the instrument legal validity, and works to prevent the recording of false instruments or fraudulent executions.