

**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.

I see you have uploaded your identification (if credentialing was completed) could you please put it up to the video so I can verify the front and back.

* (Compare the ID with signer’s ID in your Notary Journal. It must match the ID that was uploaded in the credential analysis process)

**Witness**

Q: Does your document require a witness to sign?

If Yes – Do you have a witness present with you, or do you need me to be your REMOTE witness?

I will now have the witness state their full name and current residential address.

Witness, please show a valid form of identification to the camera so I can verify the information. (If witness cannot show an ID they cannot be a witness)

If notary is the witness, please state the following:

I (full name) with a residential address of (address) will be the remote witness for this notarization. I am currently physically located within the United States or territory at the time of witnessing this notarization.

**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?

UNLOCK THE DOCUMENT

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 in the notary journal

No – continue with notarization

I will now choose (you or name of signer if more than one) to begin signing the document. SELECT SIGNER IN BOX. 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(s) has completed signing:**

Q: Do you declare that the signature(s) 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 signer(s), 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.