

# Appointment Request & Submission Form

## Booking the appointment:

**ACTION ITEM (1)** : Submit to [JoantheNotary@outlook.com](mailto:JoantheNotary@outlook.com)

- Submission & Credit card processing form found on the last page.  
(credit card transaction charge will not be applied till the time of the appointment)
- Send the document in need of notarization for signature.
- A copy of the signing party's government issued ID(s).

Once the document has been received, the Notary will upload the document and submit an invitation link for the appointment.

**WARNING REGARDING TECHNOLOGY PROVIDERS:** Please be advised that most technology providers, including ours, operate as both an encryption-meeting software company and a notary service provider. Louisiana's Secretary of State has approved them as only a Technology Software Provider. Unlike other states, Louisiana has restrictions on which documents may be notarized through online services. These companies employ notaries that are not commissioned in Louisiana and are not aware of Louisiana's Notarial laws and restrictions. While all states that utilize remote notarial acts accept Louisiana Commission Notary work the case is not vice versa. Document's notarized without a Louisiana commissioned notary to be utilized in our state may not be enforceable or admissible in a court of law.

**ACTION ITEM (2) FOR FIRST TIME USERS:** Free account setup

After the Notary has provided the meeting link First Time User's will need to create a login and password. (It's free, don't worry)

\*Note: The link and login is specific to the signer not a company account. The email login cannot be changed once created and should be the email address of the individual signer that is intended for use of all notary acts. Please avoid utilizing an email maintained by several individuals. A pre-generated password is provided if the signer does not wish to set a custom password. We do suggest choosing "Set a Custom Password", but it is always possible for the signer to reset their password in the future if needed. Once an account and password are created you will be taken into the meeting room.

Once you have logged in at the appointment time, you must agree to consent to e-signing.

Do you consent to e-signing ?

Please check the checkbox  
I agree to the [eSign Consent and Terms of Services](#)

☐ eSign Consent?

If you don't agree you will be taken back to the dashboard.

No

Yes

## Remote Notarization Information

### You will need:

- A valid government issued ID
- Your fully prepared document (without date or signatures)
- Computer with audio and visual capabilities recommended. Check your computer audio settings prior to meeting. Easiest test, use any youtube video to ensure your device's audio is on. Smart phone and tablets may be used but software tends to have partial loading issues, simply refresh the screen or rejoin the meeting. Hold or set mobile device arms length away directly in front of you.
- Internet access, for best quality utilize Chrome web browser
- Signature image (jpeg): Highly Recommend but not required. Software allows digital creation, image upload or draw.

### Document information

- **You have the prepared document, and it is ready for date & signature.** Our notary does not offer document preparation services.
- **You have not dated, signed nor has anyone else signed the document prior to the appointment.**
- **All signing parties' information must be provided to the notary prior to the meeting setup purposes so that each individual may sign.**  
Parties may share a device or be issued their own individual link signing onto their own individual devices. (allows for two parties in different locations to execute a document together)
- Louisiana law does not allow electronic notarization of any document that must be an authentic act. **Prohibited documents include Wills, Trusts, Power of Attorneys, Bill of Sales, Donations, Mortgages and Matrimonial Documents.**

### Submission & Credit Card Processing Form

<b>Requested Time and Day of appointment:</b>
<b>Provide here:</b>
Note: Our Notary is available (Monday thru Thursday 5 PM to 8PM), Friday (Noon to 6PM) & Weekends (anytime)
<b>Signing Party Information</b>
Signing Party Name as stated on Government ID: _____
Phone Number: _____
Email Address of each signing party: _____ _____
If multiple signing parties, please indicate below if all parties will be present on the same device video or will each party sign in from their own device? Check one if applicable. Same device: _____ or Separate Device: _____
State of Document Filing: _____ Some
Some states required the Technology Provider verify the Signing Party's Government issued ID instead of the Notary Public. Additional \$6 charge applies. This is contingent on the state in which the document would be filed not the location of the signing party. There will be a few questions and then an image upload of your ID. (Not applicable for Louisiana document filing. Release & Waiver of Liens: state in which the property or construction site that could have a lien resides)
Do you prefer to upload government ID prior to the meeting or within the meeting? Please check your preference below:  Email Link _____ In Meeting _____
<b>Credit Card Information</b>
Name on the Card: _____ Card Type: _____ (VISA, MasterCard, American Express, etc.) Credit Card Number: _____ Expiration Date: _____ Security Code: _____ Address of Cardholder: _____ *Processing fees apply

Attach Prepared Document without date or signature in need of notarization & copy of ID.