

Acceptance of Electronic Notarization and/or Remote Notarization

POLICY: It is the policy of the Board of Licensure in Medicine that Electronic or Remote notarizations will be accepted only if the following requirements are met.

1. The Notary's Seal must overlap a portion of the photograph on the affidavit but must not cover the photograph above the neck of the person photographed.
2. For States where authorized notaries are issued commission numbers, the commission number must be included within any electronically affixed notary seal, or otherwise included with the notary's signature on the notarized document.
3. If using an electronic document, the document must provide a means of demonstrating that the e-signatures are valid and have not been altered.
4. The affidavit must be signed by the applicant/licensee.
5. The notarized document must be submitted in .pdf format.
6. If a notarization platform is used, the applicant or notary must submit the notarization platform verification codes provided for the notarization.
7. All notary platforms used by the notary must be approved by the state in which the notary is authorized to and has performed the act of notarizing the document.
8. Copies of emailed or scanned notarized documents will not be accepted if they have not been electronically notarized. For documents that have not been electronically notarized, the applicant must submit paper copies of all notarized documents.

It is the applicant/licensee's responsibility to have a document properly notarized, including where the applicant/licensee is relying on remote or electronic notarization. Notarized documents that are found to have been improperly or invalidly notarized under the applicable State law may be rejected and the facts and circumstances may be considered and may result in discipline against the applicant/licensee where warranted.

Meaning of terms used in this policy:

Remote notarization

The signer and notarial officer use a technology provider to communicate in real time, even though they are not in the same physical location, and the notary is authorized by and in compliance with the state law related to remote notarization for the state where they are an authorized notary and where they are performing the notarial act.

Electronic notarization

The signer is present with the notarial officer, but the notarial officer uses technology to allow the signer to electronically sign the document and/or the notary affixes their seal and signature electronically, and electronic notarization is permitted by the state law where they are authorized to act as a notary and where they are performing the notarial act.

EFFECTIVE DATE: January 14, 2025