



*VLovie LLC*  
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*Make Things Happen..*  
*... Get Things Done!*

## Notary Rules

- I. Any/all Persons or Witness who is required to sign must be present physically present in front of notary for all Standard Notary and ENotary
  - A. For Remote Notary, all signees must be physically present at their signing location in/on audio & visual platform throughout the entire signing.
- II. Any/all Persons who is required to sign must be properly identified with valid ID
  - A. Notary will accept expired IDs as long as it has not expired past 3 years.
  - B. During Remote Notary sessions, IDs will be scanned and captured using digital credential analysis database.
- III. Any/all Persons who is required to sign must be OF SOUND MIND AND WILLING AND ABLE TO SIGN OF HIS/HER FREE WILL WITHOUT THREATS OR INFLUENCE OR INTOXICATIONS HINDERING THE PERFORMANCE OF THE SIGNATURE
  - A. For ENotary, all signees must willingly consent to E-signatures and digital data collection.
  - B. For Remote Notary, all signs must willingly consent to E-signatures, audio & visual recording, and digital data collection.
- IV. It is against the law to notarize documents that are backdated, documents that have blank spaces, or documents that have unauthorized corrections.
- V. It is against the law to notarize documents with stamped, photocopied, or faxed signatures.
- VI. It is against the law for Notary Public Officials to choose the certificate form that is needed (unless wording in notarized document dictates state statues of particular certificate).
- VII. Signers who are representatives for another individual or a corporation must orally state that they are authorized to be a representative of that said party as well as provide a POA.
- VIII. Notary Public Officials are appointed by the Government and Every Notary Public Official must be impartial; they must never refuse to serve, actively discriminate, or be biased.
- IX. A Notary's geographic location authority is strictly limited to the boundaries of the appointing State or Jurisdiction and to the term of the Commission; unless holding a dual commission.
- X. A Notary is NOT responsible or liable for the validity or nature of content of documents or whether or not they are in compliance with statutory requirements.
- XI. A Notary Public who is not an attorney cannot prepare legal documents, or give legal advice.
- XII. A Notary Public Signing Agent can provide guidance during signing execution.
  - A. Unless licensed to practice law; A Notary Commission does not impart any legal authority whatsoever. It is against the law for a Notary Public to give legal advise or prepare legal documents. It is against the law for a Notary Public to represent a person(s) in court or in a legal proceeding.
- XIII. A Notary Public IS NOT the same as a Notarios Publico

**SEE THE INDIANA CODE OF CONDUCT FOR MORE FEDERAL & STATE REGULATIONS**