

Remote Online Notarization (RON) Prep Checklist (EN)

Remote Online Notarization • Hours: 7:00 AM – 7:00 PM AZ • hello@thenotarynerds.com

Before you book

- Have a valid, government-issued photo ID. Your name must match the document exactly; if it differs, bring name-change proof (marriage certificate or court order).
- All signers must be present and legally able to sign. If the document requires witnesses, confirm how many (some POAs, deeds, and lender packages do).
- If you're outside the U.S. or lack U.S. credit history, tell us in advance—ID rules vary by platform.
- Gather the unsigned PDF(s) of your document. Do not sign or date anything in advance.

24 hours before

- Use a laptop/desktop when possible (camera + mic). Phones/tablets work but are less reliable for large packages.
- Ensure a strong, stable internet connection. If possible, sit near your router or use wired internet.
- Run the platform tech check (we'll send the link).
- Know whether you'll need witnesses. We can provide or coordinate them for a fee if allowed by the platform.

60 minutes before

- Set up in a quiet, well-lit space. Position light in front of your face (not behind).
- Have your ID, document, and any required witnesses ready. Keep your charger handy.
- Disable VPN or strict firewalls that might block audio/video.
- For loan signings, have your phone available for two-factor codes and KBA questions.

During the session

- We'll verify identity (credential analysis + KBA when applicable).
- We guide you panel by panel—please sign only when prompted.
- All signatures and notarizations happen on camera. Do not sign off-screen.

After the session

- Finalized PDFs are delivered immediately (or per title instructions).
- If a correction is needed due to our error, we fix it at no cost.

Arizona fee notice: the notary fee is capped at \$10 per notarial act. Any platform, ID verification, or witness fees are handled by the platform or hiring party and disclosed up front. We are not attorneys and do not provide legal advice.