



RI Department of State
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Secretary of State

Identifying Signers for a Remote Online Notarization (RON)

A notary can identify a remotely located individual (remote signer) using these methods:

- Personal Knowledge; or
- a Credible Witness; or
- Identity Proofing

Understanding how each method of identification works will help you prepare your signer before starting the remote notarization process. Let's take a closer look:



Personal knowledge means that you have seen the person's identification at some point during your relationship. Simply knowing the signer without ever having seen their identification does not satisfy the personal knowledge requirement.



A **credible witness** can be used when the signer does not have satisfactory identification. The credible witness must be identified by using at least two different types of identity proofing or the notary must personally know the credible witness in accordance with the standard above. The credible witness must be placed under oath or affirmation and must be physically with either the signer or the notary.



Identity proofing is a process by which your solution provider uses a third-party vendor to verify the identity of a remotely located individual. Most third-party platforms use a combination of Knowledge Based Authentication (KBA) and credential analysis. This means your signer must have an acceptable form of identification (e.g., a U.S. driver's license, state DMV issued identification card, or passport) and be able to answer a series of computer-generated questions based on their personal history, credit and financial information.

Each identity proofing platform may use a different method to successfully identify the signer. Use the help and Q&A features of your platform to fully understand the vetting process it uses. Knowing how your solution works before you begin will ensure you and your signer have a successful RON session.



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