



RI Department of State
Nellie M. Gorbea
Secretary of State

Process for Remote Online Notarization (RON) of Paper Documents

A notary can notarize a paper (tangible) document for a remotely located individual by following these steps:

- The document preparer or notary sends the document(s) to the signer either by email, mail (courier, drop-off etc.) or both methods, if required. If the document is delivered by email, the signer would print the document prior to the RON session*.
- The notary must obtain an electronic copy of the document to be uploaded into their approved solution provider on their computer. If the notary is not the document preparer, the signer can scan and email a copy of the document to the notary. The notary is required to review the document to identify the type of notarial act to be performed.
- The notary public begins the RON session using their approved solution provider.
- The notary public satisfactorily identifies the signer using one of the approved RON methods of identification.
- The signer, within full view of the notary public, physically signs the paper document and signs the electronic document by typing their name on the device.
- The notary completes the RON session.
- The signer mails the signed document to the notary public within 30 days of the remote notarization.
- Upon receipt of the mailed, signed document, the notary public completes the certificate and affixes his or her official stamp. The date/time of the signing is the time the audio/visual recording of the notarization was taken.
- The notary returns the document to the signer.

*The signer communicates with the notary on a computer or tablet with microphone, camera and web browsing capabilities. Smart phones are discouraged due to the devices' small screen size. All RON sessions must comply with the RI Standards of Conduct for Notaries Public and R.I. Gen. Laws Chapter 42-30-1.



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