



# Wyoming Secretary of State

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## Guidance on Temporary Remote Online Notarization

(Issued June 26, 2020)

Due to public health concerns regarding COVID-19 and the declared state of emergency, the Wyoming Secretary of State's Office is offering guidance regarding temporary remote online notarization. Remote online notarization is not a requirement, rather an option open to Wyoming notaries being made available through this guidance. This guidance has been in effect since March 24, 2020, and shall remain in effect until December 31, 2020, or when the Governor lifts the present state of emergency, whichever comes first

Many states expressly permit remote online notarization when practiced by notaries who are trained to understand the security and technological issues associated with remote online notarization. Under present circumstances, the Secretary's Office has determined that the same Wyoming law which requires that a person seeking to have a signature or act notarized be in the presence of the notary also permits a notary to be present through a remote online notarization. Remote online notarization systems include both a live audio and a video connection.

Traditional notarizations, completed in the physical presence of parties, must continue to abide by current notary statutes. Remote online notarization is an option that addresses the economic necessity of notarization and is designed to minimize the economic consequences of COVID-19 while safeguarding the health and safety of Wyoming residents.

### **Recommended Process**

While there may be other ways to perform online remote notarizations, the Secretary of State's Office recommends the following process during this time. Wyoming-commissioned notaries who intend on performing remote online notarial acts should complete the training provided by a remote online notarization provider approved by a contiguous state. Notaries should use that provider's technology standards and security features. Those platforms used in states contiguous to Wyoming are capable of providing training on remote notarization; standards, identity-proofing, credential verification, recording and retention; and other safeguards to ensure the integrity of the notarial process.

Any notary intent on providing remote online notarization should notify the Secretary of State's office once they have completed training and provide proof of the same. Wyoming notaries should complete the form titled "Notice of Intent to Perform Temporary Remote Online Notarizations in Wyoming." [This form](#) is located in the notary section on the Secretary of State's website. Once a notary has been trained with an approved provider, they may begin performing remote online notarizations using the provider's platform while this guidance is in effect.

Current providers approved by contiguous states are listed below:

- CSC Global, Inc.
- DocVerify
- Figure Technologies (for in-house Figure employees)
- Jetexas Information Technovation
- Nexsys
- Notarize
- NotaryCam
- Pavaso
- SafeDocs
- SIGNiX
- Simplifile - for IPEN only
- World Wide Notary

If other providers not on this list are subsequently approved by contiguous states, they may be utilized while these measures are in effect. *During this process, Please be patient with these listed providers and any other providers who may be approved – there is currently an unprecedented demand for their services, and providers are working hard to meet this demand.*

Please note that the statutory limit on fees a Wyoming notary may charge for any notarial act is \$5. Keep in mind, that the available providers may have additional costs associated with different transactions. It is also important to be aware that some providers may use notaries that have been commissioned in other states. Be sure to visit providers' websites for more information and practices being used.

**CAUTION:** Notaries must still comply with the legal requirements for the document they need to notarize. A document that needs additional witnesses or the presence of an attorney when notarized in person still requires the presence of parties when the document is notarized online. The only difference, however, is that the parties may now participate remotely via an approved provider's online platform. Before using remote notarial services for any land transaction, a notary should check with their title company as to whether a remote notary provider is approved for insurance purposes.

**Please check back with the Secretary of State's Office and the Compliance Division staff regularly for up-to-date information on this guidance.**

/s/Edward A. Buchanan  
Wyoming Secretary of State