

How to E-Notarize In New York State



NYC EMPLOYEES'
RETIREMENT SYSTEM

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1. Set up a video conference allowing for direct, live interaction between the Person and the Notary.



2. The Person must present valid photo ID to the Notary.



3. The Person must affirmatively state that they are present in the State of New York.



4. The Person must then sign, and on the same date, e-mail, fax, or text the document to the Notary.



5. The Notary may then notarize the emailed, faxed, or texted copy and email, fax, or text it back to the Person. Note: The county and state of both the Notary and the Person should be stated on the document.



6. If a fully executed original is needed, the original and e-notarized documents must be sent to the Notary within 30 days. The Notary may then notarize the original using the e-notarization date.

How to E-Notarize Fact Sheet #743



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