



State of North Carolina  
Department of the Secretary of State  
Elaine F. Marshall, Secretary of State

## NORTH CAROLINA ELECTRONIC NOTARY SOLUTION PROVIDER APPLICATION

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1. Name of Company or Organization:

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2. Mailing Address of Company Headquarters: City: State: Zip:

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3. Physical Address of Company Headquarters: City: State: Zip:

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4. Name and Title of Principal Contact Person:

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5. Regional/Local Mailing Address: City: State: Zip:

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Regional/Local Physical Address: City: State: Zip:

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6. Phone:

7. Fax:

8. NC Business License #

9. Federal ID #

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10. E-Mail Address of Principal Contact Person:

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11. What program or software will you use to make a remote demonstration?

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12. When are you available to make an in-person demonstration at the Department of the Secretary of State's office?

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13. Please provide a working model, licensed copy, or account access to your electronic notary solution including any applicable media (CD or DVD).

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14. List the States, specific jurisdictions, enterprises, agencies, and/or industries using your e-notary solution.

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15. How long has the solution's underlying technology been used in electronic notarizations/transactions or electronic commerce?

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16. Is your technology interoperable with all other related forms of technology and is there any technology that it is not compatible with?  
If so, what is it?

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17. What are the specific elements, features or operating systems that make your system compatible or incompatible with related technologies?

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18. Describe the different technologies that do work with your system and who did the testing to confirm this.

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19. List the applications that interface with your solution.

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20. List the technical components that assure document security and describe how it is applied to the notarized document.

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21. Describe how the Department of the Secretary of State or other government agencies and officials will be able to electronically authenticate the notary's electronic signature and seal.

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22. Describe the process and set forth the steps you use to authenticate the notary.

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23. How are document and notarization authenticity and integrity ascribed to a document or process by your technology if your solution becomes obsolete or you go out of business?

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24. Does your solution require proprietary applications, software or hardware?  Yes  No

If yes, which ones and who needs to own, access, purchase, download or license what applications, software or hardware?

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25. Is special hardware required?  Yes  No If yes, what kind?

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26. Which users need special hardware or software?  sender  recipient  customer  notary  State  Other (explain)

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27. What is the name of the current version of your e-notary solution?

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28. How many versions are there?

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29. In the past, how often have you introduced a new version of your e-notary solution and how often in the future do you intend to do so?

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30. Will notaries/businesses be required to update the version, license or software of the e-notary solution when you introduce a new version of your software?  Yes  No If yes, how much will it cost?

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31. How will you handle revoking the software license for revoked or expired e-notary commissions?

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32. What will trigger the revocation?

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33. How long after you are notified of a revocation will the revocation be executed?

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34. Who will you notify of the revocation? By what means?

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35. Will you have an appeal or review process for the notary whose commission is revoked?

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By submitting this application I agree to:

1. Provide a free and readily available viewer/reader so as to enable all parties relying on the electronically notarized record or document to view the electronic notary signature and the electronic notary seal without incurring any cost;
2. Comply with the laws, policies and rules that govern North Carolina notaries;
3. Provide an electronic notarization system or solution that complies with the technical specifications and performance standards of the rules and standards that govern electronic notarization processes and procedures in North Carolina;
4. Suspend the use of any electronic notarization system or solution for any notary whose commission has been revoked or suspended by the North Carolina Secretary of State if the solution is capable of such;
5. Provide prorated fees to align the usage and cost of the electronic notary system or solution with the commission term limit of the electronic notary purchasing the electronic notary seal and signature;
6. Require notaries to present the NC Secretary of State's Electronic Notary Certificate to Perform Electronic Notary Acts prior to authorizing an electronic notary seal and signature;
7. Verify the authorization of a North Carolina notary to perform electronic notary acts by logging on to the Department's website and comparing the name, notary commission number and commission expiration date with the information on the Electronic Notary Certificate to Perform Electronic Notary Acts prior to authorizing an electronic notary seal and signature;
8. Designate an employee to take the mandatory electronic notary education course online and pass the required examination as is necessary to ensure the provider possesses sufficient familiarity with North Carolina's electronic notary laws and requirements.
9. Submit changes or modifications or updates to information previously submitted and approved by the Department prior to making any updates or subsequent versions of the provider's electronic notarization system available to North Carolina electronic notaries.
10. Access the Department's web interface to update the record of each notary who purchases or agrees to use your electronic notarization solution;
11. Submit an exemplar of the electronic notary signature and electronic notary seal to the Department for each electronic notary who subscribes to the provider's electronic notary solution.

Principal's Signature : \_\_\_\_\_

Principal's Printed Name and Title: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Date: \_\_\_\_\_

Submit completed application to:

N.C. Secretary of State

eNotary Solution Provider Registration

Attn: Ozie Stallworth

P.O. Box 29626

Raleigh, NC 27626-0626

Phone: 919-814-5495

eMail: [ostallworth@sosnc.gov](mailto:ostallworth@sosnc.gov)