



## New Hampshire eNotarization and/or Remote Notarization Technology Provider

Providers who complete and submit this form to the New Hampshire Department of State will be listed on the Secretary of State's web site. This completed form may be submitted by e-mail at: [elections@sos.nh.gov](mailto:elections@sos.nh.gov) or US mail to: Department of State, State House, Room 204, 107 N. Main St., Concord, NH 03301. All information provided on this form will be public.

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Provider Name (name must be the same as listed on the Certificate of Good Standing)

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Provider Physical Address

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Provider Mailing Address

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Name and Title of Provider's Contact Person

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Contact Phone Number

Contact Email

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Provider Website (the Secretary of State's web site will list the provider name and this URL)

Provider Will Offer (check all that apply): \_\_\_ eNotarization \_\_\_ Remote Notarization\_

1. The Provider must be registered to do business in New Hampshire. RSA 293-A:15.01.

Information is available online: <https://quickstart.sos.nh.gov/online/Account/LandingPage>

Attach a Certificate of Good Standing issued by the Corporations Division.

<https://quickstart.sos.nh.gov/online/Account/LoginPage?LoginType=OrderCertificateofGoodStanding>

2. Providers must require a notary using their service to have a digital certificate. Will you:

\_\_\_ Require the digital certificate provider to be accredited by Direct Trust; or

\_\_\_ Require the digital certificate provider to meet industry standards that comply with the law (attach explanation documenting that your requirements satisfy the law).

3. New Hampshire law requires that an audio-visual recording of a remote notarization and a journal be created and preserved for ten years. Will you create and preserve the recording and journal as an element of your services?

Yes \_\_\_ No \_\_\_ If you answer no, we recommend that your contract with the notary explicitly provide

that the notary has these responsibilities.

4. Describe the plan for disposition, including but not limited to the retention, storage of documents, or transfer to the Secretary of State of journals and recordings in the event ten years have not passed since the notarization and the Provider no longer provides the storage for any reason.

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By submitting this application, the Provider agrees to:

1. Comply with the laws that govern New Hampshire Notaries Public and Justices of the Peace.
2. Promptly notify the New Hampshire Department of State of any change in technology that places the Provider out of compliance with any applicable New Hampshire law or industry regulation.
3. Prohibit the use of any eNotarization or Remote Notarization system for any New Hampshire Notary Public or Justice of the Peace whose commission is no longer active.
4. Promptly notify the New Hampshire Department of State by re-submitting this form if any information provided herein changes during the period in which the Provider is doing business in New Hampshire and indicate the change that has occurred.

The Provider hereby verifies that its system complies with the credential analysis and authentication provisions of the Standards for Remote Online Notarization (Version 1) adopted by The Mortgage Industry Standards Maintenance Organization on August 28, 2019.

I declare under penalty of unsworn falsification pursuant to the laws of the State of New Hampshire that the foregoing is true and correct.

\_\_\_\_\_  
Provider Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provider Representative's Name (printed)