



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 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.

CYBERIZE IT, LLC

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

2909 CLIME ROAD COLUMBUS OH 43223

Provider Physical Address

2909 CLIME ROAD COLUMBUS OH 43223

Provider Mailing Address

AMY SEITZ - CEO

Name and Title of Provider's Contact Person

614-368-1106

SUPPORT@CYBERIZEIT.COM

Contact Phone Number

Contact Email

WWW.CYBERIZEIT.COM

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.

CONTRACTED WITH ZOOM COMMUNICATIONS TO RETAIN THE FILE EVEN IF WE SHOULD CLOSE.

HOWEVER, WE CAN DOWNLOAD ALL VIDEOS (EXPORTED BY NOTARIES IN YOUR STATE) AND

TRANSMIT VIA ENCRYPTED CLOUD TRANSFER.

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

2-9-2022

Date

AMY SEITZ

Provider Representative's Name (printed)

Tuesday, July 6, 2021

To whom it may concern,

The Cyberize It, LLC platform uses Ideology for KBA and Credential Analysis of each unknown principal joining the session. The principal will be required to answer a minimum of 4 out of 5 questions within 2 minutes to achieve a passing score of 80%. The principal can take this quiz two times, then will be required to wait 24 hours before attempting it again. After the principal passes the KBA's then they will be required to upload an image of a valid government ID prior to joining the notary session. (See all accepted ID's here: <https://notary.cyberizeit.com/id-validation-list/>). You may notice Cyberize It, LLC does not require the input of a Social Security Number for KBA validation. Ideology does not use credit history for this validation, they use location data. The questions will be about places the Principal has lived or other public records based around location.

For the Audio/Visual system we use Zoom. As this is an API with Zoom, and the meeting url/password is not sent to the Principal or Notary until the Principal (and all signers) have successfully passed both KBA and ID credentialing, there is minimal risk of others joining the session. The meeting is secure, and the Notary can end the session at any time should any issues arise. At that point, the Notary can initiate contact with the signer to setup a new session to complete the notarization – if the reason the Notary canceled was not due to a concern of Fraud or Intimidation by another person for the principal to sign. Escalation procedures will be in place to protect the Notary and the Principal in all suspected cases.

For the document encryption and e-signature certification we are using Adobe, with the standard requirement of x.509 digital certificate for each signing party's signature. The Notary can also use their own digital certificate purchased from Identrust (and other vendors too). Notaries (and Principals) can also use multiple features for their Signature should they not use a Digital Certificate, to include the upload of an image of a "wet" signature. An audit trail of this transaction will also be made available to both the Notary and the Principal upon successful completion of this notarization.

Notaries can upload a .jpg or image of an electronic stamp that they already have or upload an image of their physical stamp. Cyberize It, LLC also will create said stamps for those that need them, as we have registered as a stamp manufacture to provide this service for free to the notaries on the platform.

The Notary will have immediate access to the video for 90 days, where they can download to retain on their own storage platform. And after such time the videos will be retained in long term cloud-based storage for at least 10 years. The Notary can request the video be sent to them at any time during this retention period.

The Notary will have full access to their e-journal and can download their journal to retain for their records at any time. Cyberize It, LLC will also retain a copy of this journal within our cloud system for the full 10-year term.

Cyberize It, LLC has retained insurance in the amount of \$1 Million dollars as a business enterprise.

Please let me know if you have any questions.

Amy Seitz
Cyberize It, LLC
614-372-6680
seitzal@cyberizeit.com

State of New Hampshire

Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that CYBERIZE IT LLC is a Ohio Limited Liability Company registered to transact business in New Hampshire on February 09, 2022. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: **892948**

Certificate Number : **0005665550**



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,

this **9th** day of **February** A.D. **2022**.

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State