



OFFICE OF THE IOWA SECRETARY OF STATE

**Bullet Points on In-Person Notarization Requirement Waiver Guidance**

Beginning March 22nd, Governor Reynolds declared that the in-person requirement for notarizing documents in Iowa is temporarily waived for the duration of the COVID-19 emergency, subject to guidance provided by Secretary of State Paul Pate. These are temporary guidelines that apply during the emergency waiver of the in-person requirement.

- The new remote notary law is currently scheduled to take effect on July 1, 2020. Notaries are advised that as that date approaches, we will be re-evaluating what the changeover will look like and will issue further guidance at that time. Questions may be emailed to the Secretary of State (SOS) at: [notary@sos.iowa.gov](mailto:notary@sos.iowa.gov).
- Under the emergency declaration, remote notarial acts must conform to all of the provisions in Iowa Administrative Code 721-43, Iowa Code chapter 9B, *and every provision of Section 6 of Senate File 475*.
- Section 6 requires the use a software service designed for the purpose of facilitating remote online notarization, as opposed to services that primarily offer video-conferencing ability. Online notarization services include the necessary identity-proofing, e-signing, and recording/storage capabilities.
- Even though the revised administrative rules are not yet in effect, notaries may request a copy of the draft rules from our office to help ensure they will be in compliance when they do take effect.
- Section 6 requires notaries to register with our office before performing any remote notarial acts. A web application is available to complete and submit on our website at this address: <https://sos.iowa.gov/remotenotary>
- It is strongly advised that notaries follow the training on how to use the remote online notarization service provided by the service they choose.
- Verification of the customer's identity is critical. Notaries are advised to be certain that the video resolution through the service they choose is sufficient to see identity-proofing documents clearly, and that the audio clarity is sufficient to understand everything the customer says.
- Notaries are reminded that they are professionally responsible for properly performing notarizations under the law, even in this emergency context.