

STATE OF LOUISIANA  
SECRETARY OF STATE

R. Kyle Ardoin  
Secretary of State

Notary Division  
(225) 925-4704

Fax Numbers  
(225) 932-5359 Notary



**TRANSMITTAL INFORMATION  
For All Notary Filings**

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Name of Person Filing Document

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Address

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City

State

Zip Code

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Daytime Phone Number

Fax Number

Email Address

Mailing Address: P. O. Box 94125, Baton Rouge, LA 70804-9125  
Physical Address: 8585 Archives Ave., Baton Rouge, LA 70809  
[www.sos.la.gov](http://www.sos.la.gov)

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**REMOTE ONLINE NOTARIZATION PROVIDER**  
**La. R.S. 35:627-629**

**Return to:** **Notary Division**  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 922-0507  
www.sos.la.gov

**Legal Name of Company**

**Louisiana Charter Number**

**Principal Contact Person**

Name

Title

Phone

Email

**Name of Solution**

**URL to provide to Notaries**

**List of other states the software is approved in**

**Name of the providers or software for the following services associated with your platform**

Identity Proofing

Credential Analysis

Communications Technology

**Are you a MISMO RON certified provider?**

Yes  No

If no, are you in the process of obtaining a MISMO RON certification?  Yes  No

**Describe the service level agreement offered to your customers**

**Do you hold a SOC 2 or ISO 27001 certification?**

Yes  No

If no, on an additional sheet please describe your organization's cybersecurity program. Include information on the following processes, controls, and practices.

Risk Management and Governance

Asset Management

Access Controls

Physical and Environmental Controls

Application Security Controls (including Change Management)

Network Security Controls (including Firewalls, Intrusion Detection/Prevention

Systems, Vulnerability and Patch Management, Logging, Monitoring and

Auditing, Hardening Standards)

Business Resiliency and Incident Response Management

Human Resource Security

Data Security (including Encryption)

<b>Describe your data disposition and records retention policy for your customer's notarized documents, journals, and recordings</b>	
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<b>Will the authenticity and integrity of notarized documents, journals, and recordings be maintained if your solution becomes obsolete or you go out of business?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, how will they be maintained?

**By submitting this application, the solution provider certifies its system complies with the requirements of La. R.S. 35:627-629 and the rules adopted under 35:624, that the information contained in this application and attachments are true and complete, and that the company is currently in good standing with our office and agrees to the following:**

Provide a free and readily available viewer/reader so as to enable all parties relying on the remote notarized record or document to view the remote notarization recording and remote notary signature without incurring any cost.

Require notaries to present the letter of registration from our office prior to authorizing a remote notary signature.

Attach an example of a notarial signature with identifying information issued from your solution.

Submit changes, modifications, or updates to information previously submitted and approved by our office prior to making those changes to the solution.

Provide additional information upon request to our office for consideration of your application.

Authorized Signature

Title Date