

NEBRASKA SECRETARY OF STATE

Business Services Division: Notary

1445 K St., 1301 State Capitol Bldg.

P. O. Box 95104 * Lincoln, NE 68509

www.sos.ne.gov

APPLICATION FOR ELECTRONIC NOTARY PUBLIC SOLUTION PROVIDER

Applications will be rejected for incomplete responses. Please attach additional pages if needed.

1. Name of Company or Organization:							
2. Mailing Address of Company Headquarters:							
Street Address						Suite/Unit #	
PO Box (if any)		City:		State		Zip Code	
3. Physical Address of Company Headquarters:							
Street Address						Suite/Unit #	
PO Box (if any)		City		State		Zip Code	
4. Name and Title of Contact Person:							
5. Mailing Address of Contact Person:							
Street Address						Suite/Unit #	
PO Box (if any)		City		State		Zip Code:	
Phone:		Fax:		Email:			
6a. Are you currently registered to do business in Nebraska?						YES <input type="checkbox"/>	NO <input type="checkbox"/>
6b. If yes, provide your Nebraska Secretary of State Entity Account Number or Formation Original Document ID Number:							
7. Providers must demo the product for the Secretary of State's Office. How will you present?				In Person <input type="checkbox"/>		Remotely <input type="checkbox"/>	
8. What program or software would you use to make a remote demonstration?							
9. Provide a working model, licensed copy, or account access to your electronic notary solution, including any media (CD or DVD).							
10. List the States, specific jurisdictions, enterprises, agencies, and/or industries using your e-notary solution.							
11. How long has the solution's underlying technology been used in electronic notarizations/transactions or electronic commerce?							
12a. Is your technology interoperable with all other related forms of technology?							
12b. List any technology it is not compatible with?							
13. What are the specific elements, features or operating system(s) that make your system compatible or incompatible with related technologies?							
14. Describe the different technologies that do work with your system and how this was confirmed.							
15. List the applications that interface with your solution.							

16. List the technical components that assure document security and describe how these are applied to the notarized document.							
17. Describe how the Secretary of State and other users will be able to electronically authenticate the notary's electronic signature and seal.							
18. Describe the process and list the steps used to authenticate the notary.							
19. How are document and notarization authenticity and integrity maintained if your solution becomes obsolete or you go out of business?							
20a. Does your solution require proprietary applications, software or hardware?					YES <input type="checkbox"/>	NO <input type="checkbox"/>	
20b. If yes, which ones and who needs to own, access, purchase, download or license what applications, software or hardware?							
21a. Is special hardware required?					YES <input type="checkbox"/>	NO <input type="checkbox"/>	
21b. If yes, what kind?							
22. Which users need special hardware or software?		<input type="checkbox"/> Sender	<input type="checkbox"/> Recipient	<input type="checkbox"/> Customer	<input type="checkbox"/> Notary	<input type="checkbox"/> State	<input type="checkbox"/> None
		<input type="checkbox"/> Other (explain)					
23. What is the name of the current version of your e-notary solution?							
24. How many versions are there?							
25. 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?							
26a. 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 <input type="checkbox"/>	NO <input type="checkbox"/>	
26b. If yes, how much will it cost?							
27. How will you handle suspended, revoked and expired e-notary commissions?							
28. What will trigger the revocation?							
29. How long after you are notified of a revocation will the revocation take to execute?							
30. You must notify the notary and the Nebraska Secretary of State of any suspensions, revocation and terminations. Please specify how you will make these notifications.							

31a. Will you have an appeal or review process for the notary whose commission is suspended or revoked?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
31b. If yes, please explain this process.		
32a. Do you provide instructional documents, online tutorials, technical support or other assistance to users?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
32b. If yes, please describe.		

By signing and submitting this application, I, _____, as

_____ (title/position) of _____ (name of provider)

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 statutes, policies, rules and regulations that govern Nebraska notaries and eNotaries;
3. Register (or remain registered) to conduct business in the state of Nebraska and remain in good standing while serving as an approved solution provider for e-notaries;
4. Provide an electronic notarization system or solution that complies with the technical specifications and performance standards of the statutes, rules and standards that govern electronic notarization processes and procedures in Nebraska;
5. Suspend the use of any electronic notarization system or solution for any notary whose commission has been suspended, revoked, or expired by the Nebraska Secretary of State;
6. Require notaries to present the Electronic Notary Certificate of Registration prior to authorizing an electronic notary seal and signature;
7. Verify the authorization of an Nebraska notary to perform electronic notary acts by accessing the Nebraska Secretary of State's records and comparing the name and electronic notary registration expiration date with the information on the Electronic Notary Certificate prior to authorizing an electronic notary seal and signature;
8. Designate an employee to take the mandatory electronic notary information course and pass the exam in order to establish basic familiarity with Nebraska notary statutes and rules;
9. Submit changes, modifications, or updates to information previously submitted and approved by the Nebraska Secretary of State's office prior to making any updates or subsequent versions of the provider's electronic notarization system available to Nebraska's electronic notaries;
10. Notify the Nebraska Secretary of State of each notary who purchases or agrees to use your electronic notarization solution and also who has suspended, revoked or terminated use of the eNotary solution;
11. Submit an exemplar of the electronic notary signature and electronic notary seal to the Nebraska Secretary of State for each electronic notary who subscribes to the provider's electronic notary solution.

By my signature below, I, _____ swear or affirm that I have reviewed all of the statutes and the Nebraska Secretary of State's rules and regulations on electronic notarization and that the system or solution offered complies with all the electronic notarization statutes, rules and regulations

Authorized Signature: _____

Title: _____

Date: _____

Please return to:

Email: sos.enotary@nebraska.gov

Mailing Address: Business Services Division
 Attn: eNotary
 1445 K St., Suite 1301
 P. O. Box 95104
 Lincoln, NE 68509
 Phone: (402) 471-4425