

NEBRASKA SECRETARY OF STATE

Business Services Division: Notary

1201 N. St., Suite #120

P. O. Box 95104, Lincoln, NE 68509

www.sos.nebraska.gov

APPLICATION FOR ONLINE 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	NO
6b. If yes, provide your Nebraska Secretary of State Entity Account Number or Formation Original Document ID Number:							
7. What program or software would you use to make a remote demonstration, if requested by the Secretary of State?							
8. Attach an example of a notarial seal and signature.							
9. Check the appropriate box: A working model <input type="checkbox"/> , licensed copy <input type="checkbox"/> , or account access <input type="checkbox"/> to your online notary solution, including any media (CD or DVD) is provided.							
10. List the States, specific jurisdictions, enterprises, agencies, and/or industries using your online notary solution.							
11. How long has the solution's underlying technology been used in online notarizations/transactions or online commerce?							
12a. Is your technology interoperable with all other related forms of technology?							

12b. List any technology it is not compatible with?

13. Describe the technology used to ensure compliance with Nebraska Administrative Code Title 433, Chapter 9 and the Online Notary Public Act.

14. Describe the Credential Analysis, Identity Proofing process, and Communication Technology to be used, specifically addressing the criteria and standards in Nebraska Administrative Code 9-010.

15. Describe what viewer/reader will be available at no cost to all parties to the online notarization for them to be able to view the notarized document and record.

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 online signature and seal.

18. Describe the process and list the steps used to authenticate the notary.

19. Describe how the technology will allow the Online Notary to meet the requirements of Nebraska Administrative Code 9-015.						
20. How are document and notarization authenticity and integrity maintained if your solution becomes obsolete or you go out of business?						
21a. Does your solution require proprietary applications, software or hardware?					YES	NO
21b. If yes, which ones and who needs to own, access, purchase, download or license what applications, software or hardware?						
22a. Is special hardware required?					YES	NO
22b. If yes, what kind?						
23. Which users need special hardware or software?						
	Sender	Recipient	Customer	Notary	State	None
	Other (explain)					
24. What is the name of the current version of your online notary solution?						
25. How many versions are there?						
26. In the past, how often have you introduced a new version of your online notary solution and how often in the future do you intend to do so?						
27a. Will notaries/businesses be required to update the version, license or software of the online notary solution when you introduce a new version of your software?					YES	NO
27b. If yes, how much will it cost?						

28a. How will you handle an online notary status change (suspension, revocation, termination and expiration)?

28b. What will trigger the status change?

28c. How long after you are aware of an online notary status change will you update the status in your system?

29. You must notify the notary and the Nebraska Secretary of State of any Nebraska online notary status changes in your system. Please specify how you will make these notifications.

30a. Do you provide instructional documents, online tutorials, technical support or other assistance to users?

YES

NO

30b. If yes, please describe.

By signing and submitting this application, I, _____, as _____ of _____ swear or affirm that I personally verified the information contained in this application, the information contained herein is true and correct to the best of my knowledge, I have reviewed the Online Notary Public Act, Neb. Rev. Stat. §§ 64-101 to 64-119, Neb. Rev. Stat. §§ 64-211 to 64-215, the Uniform Recognition of Acknowledgments Act, and Nebraska Administrative Code Title 433, Chapters 6 and 9, and that the system or solution offered by the applicant complies with all of the above-referenced statutes and regulations.

Authorized Signature: _____

Printed Name: _____

Date: _____

Please return to:

Email: sos.enotary@nebraska.gov

Mailing Address: Business Services Division
Attn: Online Notary
1201 N. Street, Suite #120
P. O. Box 95104
Lincoln, NE 68509
Phone: (402) 471-4425