RON Go/No-Go Checklist (Title Company)

Use this quick screen **before** scheduling remote online notarization (RON) to reduce reschedules and support underwriter friendly, recordable closings.

Reminder: RON is not a Zoom call. The signer must complete identity verification steps (ID capture + required verification) and actively follow the platform prompts.

1) Underwriter / Lender / Investor Requirements (GO/NO GO)

	Item	Notes / Evidence
■	Underwriter/lender/investor **explicitly permits** RON for this transaction and document set (verify any overlays).	
■	Required RON **platform/provider** is confirmed (if the underwriter specifies one).	
■	Required identity proofing method is confirmed (e.g., KBA, credential analysis)	
■	Any special certificate language, attachments, or file naming requirements are confirmed (if applicable).	

2) Document Eligibility (GO/NO GO)

	Item	Notes / Evidence
■	Documents in the package are eligible for RON under applicable state rules and underwriter requirements (note any exclusions like certain POAs in some states).	
■	Notarial certificates match the document requirements (acknowledgment vs jurat, venue/state, capacity, etc.).	
■	If recording is required, document format supports recording (legible, correct margins, required attachments, tamper evident final PDF).	

3) Signer Eligibility & Identity (GO/NO GO)

	Item	Notes / Evidence
■	Signer full legal name matches documents and matches the ID (including middle initials/suffixes/hyphens).	
■	Signer has a valid, unexpired government issued photo ID and can present it during the session (front/back if required).	
■	Signer must be a U.S. citizen.	

■	Signer understands they must complete identity verification steps on their device (notary can guide; signer must do the steps).	

4) Witnesses & Special Participants (GO/NO GO)

	Item	Notes / Evidence
■	Witness requirement is confirmed (none / one / two) and who will provide the witness (title / signer / notary platform).	
■	Witnesses (if needed) have valid ID and can join the session with camera + microphone.	
■	Any interpreter or additional party requirements are confirmed and approved by the platform/underwriter (if applicable).	

5) Signer Tech Readiness (Preflight)

	Item	Notes / Evidence
■	Signer can join from a device with a working **camera & microphone** (computer/laptop or smartphone). **Tablets cannot be used.** Strong, stable internet is available.	
■	Signer can use a supported browser. Outdated/unsupported browsers like **Internet Explorer (IE)** are no gos. Latest **Chrome, Safari, or Edge** are recommended.	
■	Signer is comfortable operating the device and completing on screen prompts (if not, plan for IPEN/hybrid or provide tech assistance ahead of time).	
■	Signer has a quiet, private location and can remain on camera for the full session.	
■	Signer understands timing expectations (typically **30 minutes**) and has uninterrupted availability.	

6) Recording / Delivery / Post Close (GO/NO GO)

	Item	Notes / Evidence
■	Recording pathway is confirmed (eRecording vendor/account vs paper submission) and timing expectations are communicated.	
■	File is finalized as tamper evident (no edits after notarization) and meets county/recorder formatting requirements.	
■	Retention expectations are documented (RON session recording, electronic journal entry, audit trail) per state/platform requirements.	

Decision

[ ]GO if every GO/NO GO item above is satisfied. [ ]**NO GO** if any required item is unknown or fails—pause and confirm with underwriter/lender or choose an alternative (IPEN/hybrid/in person).

If you have questions please go to our website or call - 615-616-NTRY(6879)

Notary Force Website