Suggested Script for Colorado Audio-Video Notarization

Hi my name is \_\_\_\_\_\_\_\_\_. I am a notary licensed in the State of Colorado.

Today is \_\_\_\_\_\_\_\_\_\_

Time is \_\_\_\_\_\_\_\_\_\_\_\_

This is a remote signing and notarization relating to the (purchase/sale/refinance) of the real property located at \_\_\_\_\_\_\_ and described in \_\_\_\_\_\_\_\_\_\_\_ (title company) Commitment for Title Insurance.

Can you hear and see me without any difficulty?

I can hear and see you without any difficulty.

Please state your full name(s).

Please confirm you are the buyer/borrower/seller of the property located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_?(must affirmatively (audibly) say yes).

Please show me your government issued identification such as a driver’s license by placing it in front of the camera so I can see it.

Do you consent to the recording, both visually and audibly, of this closing? (must affirmatively (audibly) say yes).

Do you understand that Colorado law requires me to store this audio/visual meeting for a period of ten years? (must affirmatively (audibly) say yes).

The recording will be stored at \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Please state clearly your current location. (must be in the state of Colorado).

Today you will be asked to sign (deed, loan documents including a note and deed of trust). Do you clearly understand that? (must affirmatively (audibly) say yes).

Are Your actions here today as a (buyer, seller, borrower) knowingly and voluntarily made? (must affirmatively (audibly) say yes).

You are under no coercion or undue influence to execute any document today? (must affirmatively (audibly) say correct).

Begin presentation of the documents to be signed. Any document that is to be notarized must be shown to the Notary (placed in front of the camera so it can be seen) and the title of the document must be stated by the signor for the record. Please note, the actual signing must be in view of the notary.

Once all documents are signed explain to the signor that documents that need to be notarized along with any ID’s that were presented, must be immediately transmitted by fax, email or other electronic means to the notary. Explain also that as soon as you get the documents you will notarize them and return them on the same date to the signor(s). Further explanation should include instructions/method of signor returning original documents to notary.