

## Privacy Policy | Emerald Mobile Notary Service

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My Privacy Policy comes directly from two sources published by the National Notary Association: the **Notary Public Code of Professional Responsibility (2020)** and the **Notary Signing Agent Code of Conduct (2016)**. I edit and update this document as needed.

Emerald Mobile Notary Service protects the privacy of each principal and does not examine, copy, divulge, or use personal or proprietary information disclosed during the execution of a notarial act unless required by law.

I review the text of a signer's legal document for no other purpose than to scan it for blank spaces and missing pages, and to glean the title to record in my journal, including the document's title, date, and number of pages. I understand that reading the document would be an invasion of my client's privacy and a breach of public trust.

I will not divulge information about the circumstances of a document involving a notarial act to any person who does not have lawful authority or make a lawful request for access. As a notary signing agent, I respect the privacy of each signer and protect closing documents from unauthorized disclosure. I will not disclose the transaction or personal information of a signer to any person not directly a party to the transaction. I will take reasonable steps to prevent other parties from viewing completed entries in my notary journal. As a signing agent, I will not inspect or examine the closing documents beyond what is needed to determine the requirements and conditions for the assignment and to complete any journal entries for notarizations of the documents.

I will attempt to receive and deliver all closing document packages via secure means. I, and no other person, will personally download and print all closing documents. I will ensure that any package of closing documents is properly sealed upon reception and delivery and will immediately report to the contracting company any circumstance leading me to believe that the contents of the package have been compromised. I keep all closing documents under lock and key before my appointment, and until delivering them via secure means to a reliable delivery service.

I will not comply with a request from a signer to provide electronic closing documents, but will notify the contracting company of the individual's request for documents. I will return all executed or unexecuted closing documents in compliance with the instructions from the contracting company. When an assignment is postponed or canceled, I will return all executed or unexecuted closing documents in compliance with instructions from the contracting company.

I will not share with any person the logon credentials or access instructions to a website for the purpose of viewing, downloading or printing closing documents. I also will not use a public or unsecured computer network to retrieve electronic communications in connection with a signing assignment, to access, download or print closing documents. I will permanently erase any file containing electronic closing documents from my personal computer upon conclusion of an assignment.

***Reviewed and Updated Jan. 21, 2025***