SECTION .1200 – IPEN SOLUTION STANDARDS

18 NCAC 07J .1201 IPEN SOLUTION ACCOUNT CREATION

An IPEN solution provider shall create an account for an electronic notary public only after it:

(1) confirms the electronic notary's identity by using approved credential analysis and identity proofing solutions;
(2) receives the electronic notary registration certificate from the electronic notary;
(3) uses the Department's online database of notaries to:
    (a) search for the electronic notary by commission name and number;
    (b) verify whether the electronic notary:
        (i) is in active status as an electronic notary;
        (ii) the expiration date of the individual's commission certificate; and
        (iii) the county of commissioning of the electronic notary;
(4) documents the electronic notary's designated custodian;
(5) acquires an image of the electronic notary's handwritten signature or arranges for the electronic notary to use its device to, by hand, electronically sign notarial certificates;
(6) creates an image of the electronic notary's electronic notary seal that complies with 18 NCAC 07F .0807;
(7) provides to the Department an exemplar of:
    (a) the electronic notary's electronic signature; and
    (b) the electronic notary's electronic seal; and
(8) receives confirmation of receipt of the electronic notary's signature and seal exemplars from the Department.

History Note: *Authority G.S. 10B-4; 10B-106; 10B-125(b); 10B-126; 10B-134.15; 10B-134.17; 10B-134.19; 10B-134.21; 10B-134.23;*
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