

**Remote Online Notarization:  
Guidance for Notaries Seeking to Perform Remote Online Notarial Acts**

Remote online notarization is new to Wisconsin and to most other states, and it is subject to several requirements and safeguards to ensure that the notarial acts are accurate, authentic, adequately preserved, resistant to tampering. Certain communication technology providers offer software platforms designed to meet those standards, and some of those providers have sought and received authorization for use by Wisconsin notaries public.

Wisconsin notaries public may offer remote online notarial services as follows:

- 1. Review Wisconsin law governing remote online notarization.** Requirements for remote online notarial acts are described in section [140.145](#) of the Wisconsin Statutes and the accompanying [administrative rules](#). Note that the maximum fee a Wisconsin notary may charge is \$25 per remote online notarial act. (The maximum fee for an in-person notarial act is \$5.)
- 2. Review the list of approved communication technology providers.** The state maintains a list of communication technology providers that have been approved for use by Wisconsin notaries, with links to their websites. The list is published on [this page](#) and updated regularly. Note that providers' service offerings vary. Some are presently geared toward certain sectors or transactions (such as real estate closings); some offer a broader array of services; and all are subject to change as this specialized industry continues to develop.
- 3. Become trained and authorized to use an approved communication technology provider's platform to perform remote online notarial acts.** Wisconsin notaries must utilize an approved communication technology provider to perform remote online notarial acts. Check the approved provider's website to find opportunities for training and onboarding with their platforms.
- 4. After completing training, confirm that your name and your chosen provider appear on the state's list of Wisconsin notaries authorized to perform remote online notarizations.** An approved communication technology provider is required to notify the Department of Financial Institutions when a Wisconsin notary completes training and is authorized to use its platform. The Department publishes a list of those notaries on [this page](#). After completing training, check to confirm that your name has been added to the list of Wisconsin notaries authorized to perform remote online notarizations. (Note that the list is updated weekly, so there may be some delay before your name appears.) If your name does not appear within 14 days of completing your training, please email [DFINotary@dfi.wisconsin.gov](mailto:DFINotary@dfi.wisconsin.gov). In your email, please identify which provider you've chosen, state when you received authorization to use that provider's platform, and attach copies of any certificates or authorizations you received from that provider.

Once these steps are complete, you are authorized to perform notarial acts for remotely located individuals using the approved communication technology you've selected. If at some point you wish to change communication technology providers, note that you'll need to complete steps 2 through 4 again with the new provider.